

Administrative Case Review Program For Children Placed Out of Their Own Homes

State Fiscal Year 2005

July 1, 2004-June 30, 2005

Annual Report

**Division for Children Youth and Families (DCYF)
Division for Juvenile Justice Services (DJJS)**

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Children Placed Out of Their Own Homes Annual Report SFY05

Program Overview

The Federal Adoption and Safe Families Act of 1997 requires an Administrative Case Review to be completed once every six months for all children residing in out-of-home care. The New Hampshire Department of Health and Human Services (DHHS), through the Divisions for Children, Youth, and Families (DCYF) and the Division of Juvenile Justice Services (DJJS), has contracted with Easter Seals NH to implement the Administrative Case Review Program (ACR) for the State Fiscal Year 2005 (SFY05). As put forth by the Federal government, the Administrative Case Review process is intended to monitor and assure compliance with certain basic standards of care to promote safety, health, well-being and permanence. New Hampshire finds that, while these compliance factors are important, they are not sufficient to drive case progression to permanent solutions for children and families. Consequently, New Hampshire's review process is also designed to include a more clinical, qualitative review of each case and has the additional capacity to provide clinical oversight and consultation to promote movement toward permanency. While all believe that this model has been helpful, evaluation of the effectiveness of Case Review to promote permanency has been difficult. Consequently, considerable discussion and debate has taken place over the past year in assessing the extent to which the current structure truly meets the goal of permanency for New Hampshire's children. These discussions have led in several exciting directions. The Permanency Team is reviewing its various programs and resources intended to promote permanency and looking to other states for model programs that can be implemented in New Hampshire to increase the efficiency and effectiveness of many different, and at times disparate, approaches and strategies. The Division wants to understand the intricacies of the relationship between programs and intended outcomes and use existing expertise, resources, and best practices to further the broader shared goal of permanent, safe, and nurturing homes for all children. As one part of this process, the State is looking at the ACR Program as one component of a larger portfolio of "tools" intended to meet the needs of New Hampshire's children and families. With its partners, the Division is considering ways in which the work of ACR relates to other child and family work and how existing resources may be improved or better deployed to achieve the larger goals of the Division. One important and particularly exciting development is a plan to use existing resources in new ways to pilot nationally emerging best practices in New Hampshire.

Introduction

In accordance with the Foster Care Administrative Case Review Policy, case reviews must be held at least once every six months for each child who resides in an out-of-home setting under the supervision and care of the Division for Children, Youth and Families (DCYF) or the Division for Juvenile Justice Services (DJJS). These reviews are held for each child from birth through the age of twenty-one. In accordance with the federal guidelines for the Adoption Assistance and Child Welfare Act of 1980 (P.L. 96-272), the Adoption and Safe Families Act of 1997 (P.L. 105-89), and corresponding amended regulations under the Social Security Act of 1994, these reviews are required to determine and ensure the safety, well-being, and permanency of each child.

Each administrative case review is inclusive of the following:

1. An administrative examination of each case, which includes both an electronic and paper review of the case records to determine compliance with federal and state laws, court orders, Consent and Settlement Agreements, and DCYF/DJJS policies;
2. A clinical examination of each case includes:
 - a. A face-to-face meeting with as many of the parties involved with the case as possible (i.e. child, child's parents, foster parents, residential care providers, child's attorney/CASA/GAL, child's therapist, CPSW/JPO, DCYF Supervisor, Case Reviewer, Independent Living Worker, etc.) to review the quality of the assessment of child and family strengths and needs;
 - b. A discussion of the progress or lack of progress in achieving the Case Plan including the permanency plan, the effectiveness of treatment and other services, and the anticipated child and family outcomes and timeframes; and
 - c. Completion of an Administrative Review Form # 2272C.
3. Data entry into NH Bridges, the DCYF SACWIS system that records case review data on designated screens.

Criteria that must be met for a child to be eligible for an administrative case review are:

- Child has been in an out-of-home placement at least six months.
- Administrative case reviews will be completed on all open cases every six months: for CPSW cases, through age 18 or if the child chooses to extend jurisdiction, until age 21, if in school; for DJJS cases, through age 17, or if the child chooses to extend jurisdiction, until the age of 21, if in school.
- Administrative case reviews are completed for a child who has run away from a placement up to a period of six months from the date he/she "ran".
- Administrative case reviews are completed for a child who returns home—up to six months from the date of return—unless the case has been closed by the court.
- Administrative case reviews are not completed for children who have been incarcerated in a secure setting such as the youth detention services center or youth development center. Once discharged from these settings, a review must be held six months following from the date of discharge.

The federal law has been further defined by DCYF and DJJS policies. It requires administrative case reviews to be completed by an independent, trained professional once every six months for each child who resides in out-of home care or has been reunified and the case remains open but the child has been at home for less than six months. During SFY 2005, Easter Seals of New Hampshire served as the contracted agent. The Easter Seals staff consisted of six Administrative Case Reviewers, a Data Analyst and a Program Director.

Through a collaborative effort with CPSWs, JPOs, Field Supervisors, and the Administrative Case Reviewers the following activities occurred for each review:

- Administrative case reviews were scheduled by the CPSW or JPO with the reviewer.
- Meeting notifications to all involved parties were sent by the CPSW or JPO.
- The Administrative Case Reviewer reviewed all relevant documents such as case plans.
- The Administrative Case Reviewer prepared administrative case review forms.
- Finally, joint participation in case presentation between the CPSW or JPO and the Administrative Case Reviewer occurred at the time of the review meeting.

The responsibilities of the Administrative Case Reviewer, as defined by DCYF, are to determine and document:

- a) the continuing necessity of and appropriateness of the placement;
- b) the compliance with the case plan;
- c) the progress that has been made toward alleviating or mitigating the causes necessitating placement in an out-of-home placement; and
- d) a likely date by which the youth may be reunited or transitioned to a permanent placement.

Prior to the actual review, the Administrative Case Reviewers examine the case records to determine the availability and acceptability of the required documents, then facilitate the administrative case review meeting, and document the results. Following the meeting, data elements are entered into the review screens of the NH Bridges system, a comprehensive case management database. A set of management information reports are distributed monthly that provide feedback to the DCYF/DJJS Directors, program administrators, district office supervisors, CPSWs and JPPOs regarding case-specific and systemic findings about foster children and the foster care program. NH Bridges, in conjunction with the Enterprise Data Warehouse (EDW), are utilized to generate data presented in our reports.

The professionals who staff this program are committed to their work and improving the quality of the services through ongoing communications with all stakeholders. They are also committed to improving the lives of the youth that require Administrative Case Reviews by providing consultative services regarding placement issues, case planning and transition planning to ensure safety, well being and permanency. Easter Seals is also committed to ensuring continued quality and supports the integrity of the Administrative Case Review Program by providing supervision and ongoing training to the administrative case reviewers.

Review of SFY05 Data

During SFY05, a total of 1,783 children lived out of home, which represents a slight decrease from SFY04 where 1,857 children met criteria. Some of the 1,783 eligible children had more than one case review in SFY05; a total of 2,433 reviews have been completed. Table 1 breaks down by Division the number of children who met criteria and the number of completed reviews during the current year. The number of reviews conducted each quarter remained stable with little variance between quarters. Total reviews by quarter for SFY05 is shown in Figure 1. The number of reviews completed by each District Office is shown in Figure 2. As one might expect, the number of overall reviews is greater for the more urban, highly populated areas of the state. It would be interesting and potentially instructive to consider whether per capita differences exist between regions and to evaluate the effects of other social and economic variables on the need for Division involvement with families and children.

As indicated in the table below, 86 eligible children did not have a review. Further analysis of this group is required to understand why a review did not occur and will be provided in the SFY06 First Quarter Report.

Table 1: Administrative Case Review Overview SFY05

Option	Child Protection Services (DCYF)	DJJS-CHINS	DJJS-Delinquency	Total (DCYF & DJJS)
Total # of Children Who Met Criteria for Administrative Case Review	1,182	184	417	1,783
Total # of Children Who Met Criteria for Administrative Case Review Who Had a Review	1,127	153	276	1,556
Total # of Administrative Case Reviews Held for Children Who Met the Criteria	1,851	224	357	2,432
Total # of Children Who Met the Criteria for Administrative Case Review Who Did NOT Have a Review	47	6	33	86

Figure1: Total Number of Reviews Completed by Quarter for SFY05

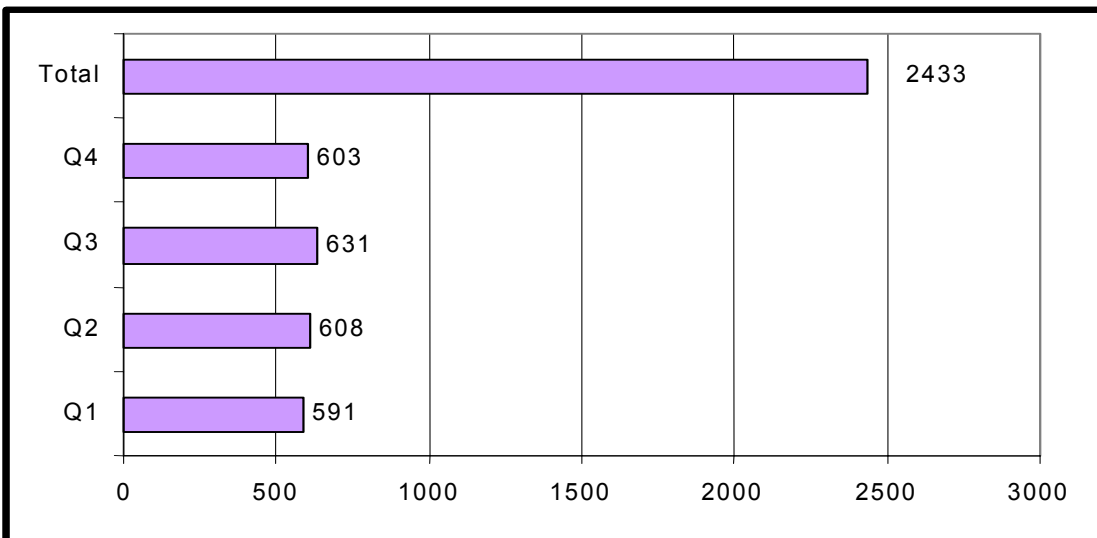
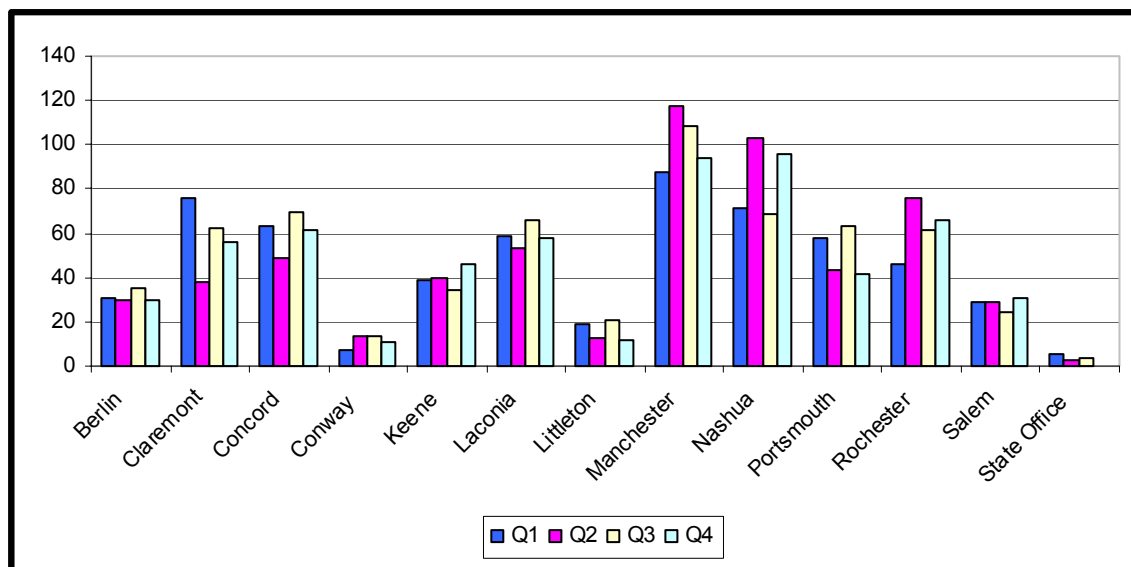


Figure 2: Reviews by District Office for SFY05 by Quarter



Placement Data

Lifetime Reviews and Length of Time in Care

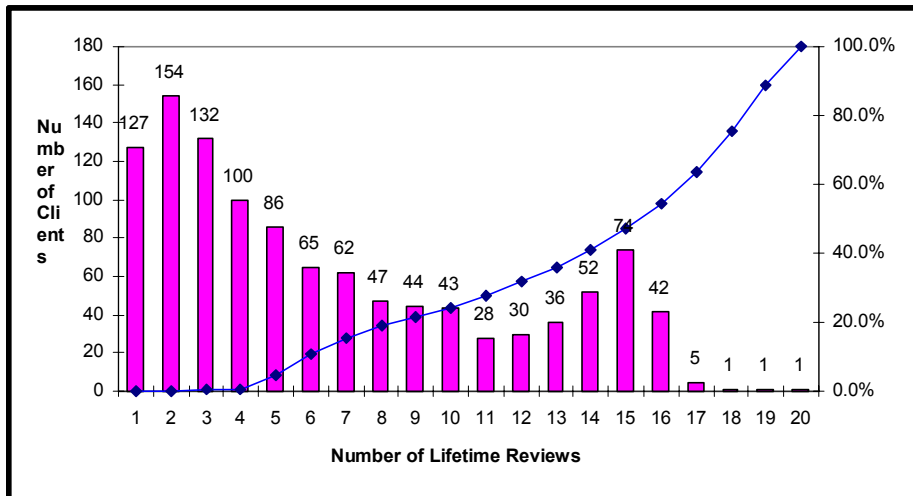
The total lifetime review data is cumulative of all children reviewed during the SFY05. Figure 3 illustrates the Pareto Principle, or the 80-20 rule, applied to the number of lifetime reviews for children who were reviewed during the SFQ05. The Pareto Principle, widely used in quality management, is based on the observation that 20% of a source causes 80% of defects or problems. The 80-20 rule has been applied to health care to explain why 20% of cases, usually ‘catastrophic’ claimants, are responsible for 80% of insurance costs. For the children in out of home placement cohort this rule applies to the children who have had had 10 or more reviews during the lifetime of the case. Figure 3 is a frequency graph showing the number of lifetime reviews for DCYF clients reviewed in SFY05. The number of lifetime reviews ranges from 1 to a maximum of 21. For the DCYF population, 21% of the population had 10 or more reviews while about 79% of clients had fewer than 10 lifetime reviews. Overall, the bulk of the DCYF population is at the low end of total lifetime reviews. However, we must understand these numbers in context. The “low end” may mean that a child is in care for three or four years, which, in the life of a young child, is a very long time. There is also a noticeable increase in the frequency of lifetime reviews in the 14 to 16 review ranges.

If one considers the number of lifetime reviews as a gross measure of length of time in the system, then children subject to abuse and neglect are most vulnerable to extended time in placement. (See Figure 3.) On its face, this fact makes sense. Returning a child to a home where s/he has been abused or neglected requires that circumstances within the family and within the larger community support system have changed remarkably. Such change is dependent on factors that are often outside the control of the Division, the child’s community, and may be out of the actual or perceived control of individual family members. In some cases, these situations lead to termination of parental rights. In other cases, however, when children are strongly bonded to a parent, the Division may seek to support that ongoing relationship in a way that makes sense for both parties, short of reunification, while simultaneously working toward a permanent home for the child or children in question. In these circumstances, the Division may have full

or shared guardianship of the child. In many of these situations, the numbers denoting length of time in care can be misleading in that they don't paint a true picture of the lived experience of these children. While it is true that they have been in care for many years, it is also true that many of these children have lived long term in a foster home where they have become an integral and valued member of the family and where they feel connected and loved.

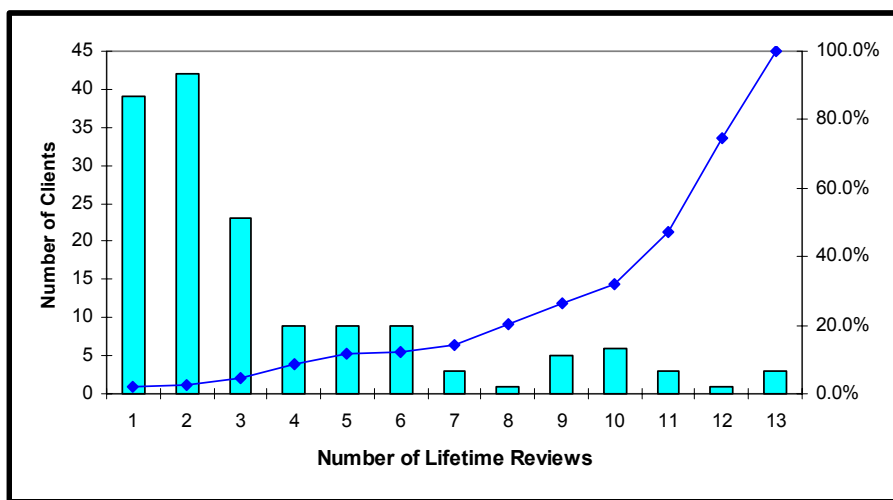
To better understand circumstances leading to ten or more Administrative Case Reviews and to identify potential areas for intervention, cases in this category must be carefully examined and understood. In a very preliminary effort to begin this process, ACR program staff reviewed files in one district office. In Manchester, forty-four cases were identified as having had more than ten reviews. Of these, twenty-five cases were eliminated from review because the children had either left care or had been adopted, leaving nineteen cases for review. Of these cases, nine children had well established relationships with one foster family, where there appeared to be plans to continue that relationship post-discharge from care. In several cases, short-term placement in a more structured and/or therapeutic setting had been required at one time or another during the child's tenure with the family. The family remained connected and involved, expecting that the child would return "home" when the factors precipitating treatment had been resolved. Two children are placed with a relative who shares guardianship with the State. In seven cases, children had experienced multiple placements due to the severity of behavioral problems stemming from psychiatric conditions or undiagnosed educational deficits. This points to the need for competent specialized assessment and targeted competent treatment to increase a child's chances for healing and normative function. In one situation, the child is profoundly physically and cognitively impaired, requiring a specialized placement and services.

Figure 3: Number of Lifetime Reviews for DCYF Clients Reviewed in SFY05



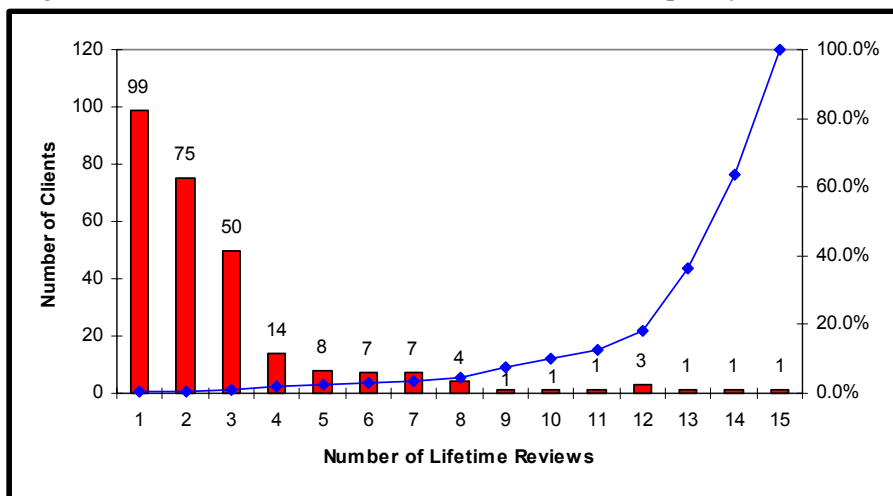
The Pareto charts are shown below for the DJJS-CHINS clients in Figure 4. For the CHINS population only 20% of the group had more than 8 reviews. The graphs represent the relatively small CHINS group of 153 youth reviewed in SFY05.

Figure 4: Number of Lifetime Reviews for DJJS-CHINS Clients Reviewed in SFY05



The number of lifetime reviews for Delinquent youth is shown in Figure 5. More than 80% of the 276 delinquent youth reviewed in SFY05 had three or fewer lifetime reviews. The number lifetime reviews for this group of youth is less as this group of youth have been involved in acts of delinquency resulting in a juvenile adjudication.

Figure 5: Number of Lifetime Reviews for DJJS-Delinquency Clients Reviewed in SFY05



Clearly, DJJS children have overall lesser lengths of stay than their DCYF counterparts. Perhaps in some ways this makes intuitive sense in that once a criminal charge is resolved or needed service delivered, a child may return home. Nonetheless, it may be useful to examine the processes used within the juvenile justice service system to resolve presenting problems.

Characteristic Table

Table 2 gives detailed placement information for children in out-of-home placement who met Administrative Case Review requirements for SFY05. During SFY05 1,783 youth met criteria for ACR reviews. As stated above, the total number of eligible children decreased between SFY04 and SFY05 from 1,857 to 1,783 respectively. The decline in numbers is similar across Divisions; no one circumstance or case-type on its own accounts for the overall decrease. It would be of interest to graph the data by district office to further assess this data shift.

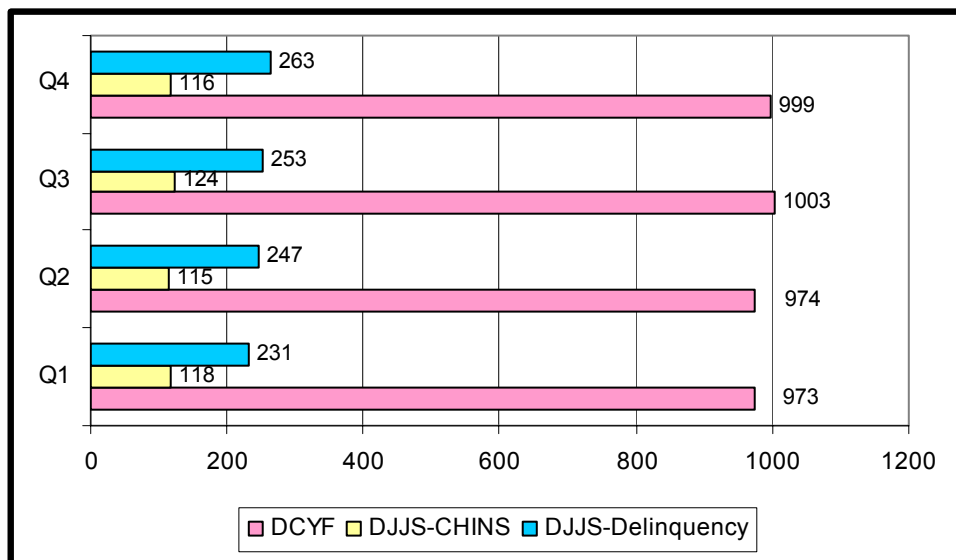
Table 2: SFY05 Characteristics of Children Placed Outside of Their Home

	DCYF		DJJS CHINS		DJJS Delinquency	
*Total Unduplicated Count of Children	1182		184		417	
GENDER						
Male	640	54%	88	48%	316	76%
Female	542	46%	96	52%	101	24%
** AGES						
0 - 5	276	23%	1	1%	0	0%
06 - 12	355	30%	6	3%	8	2%
13 - 17	427	36%	142	77%	380	91%
18+	124	10%	35	19%	29	7%
PRIMARY ETHNICITY						
White	984	83%	167	91%	372	89%
Black or African American	94	8%	6	3%	16	4%
Asian	11	1%	1	1%	2	0%
American Indian/Alaskan Native	14	1%	3	2%	3	1%
Native Hawaiian/Other Pacific Islander	3	0%	0	0%	0	0%
Unable to Determine	0	0%	0	0%	0	0%
Blank	76	6%	7	4%	24	6%
*****LOCATION OF PLACEMENT						
In-State	1086	92%	153	83%	375	90%
Out-of-State	68	6%	31	17%	40	10%
Undetermined in Bridges	28	2%	0	0%	2	0%
****CASE TYPE						
Abuse	115	10%	0	0%	0	0%
CHINS	0	0%	184	100%	0	0%
Delinquency	0	0%	0	0%	417	100%
Neglect	797	67%	0	0%	0	0%
Other: Adoption, Guardianship, IL Aftercare	270	23%	0	0%	0	0%
***TYPE OF PLACEMENT						
Foster Family Care (FC)	1584	64%	36	10%	140	16%
Group Home (GH)	518	21%	289	79%	612	70%
Therapeutic Foster Care & ISO (TFC)	273	11%	11	3%	31	4%
Residential (RES)	69	3%	25	7%	88	10%
Other (Unpaid)	41	2%	3	1%	9	1%
Average Number of Placements	2.8		2.5		2.8	
Median Number of Placements	2.0		2.0		2.0	
Median Length of Stay (Years)						
All Ages	2.7		1.2		1.3	
0 - 5	1.5		0.0		0.0	
06 - 12	2.5		1.2		1.4	
13 - 17	3.9		1.2		1.2	
18+	5.1		1.8		3.3	
Average Length of Stay (Years)						
All Ages	3.0		1.7		2.0	
0 - 5	1.8		0.0		0.0	
06 - 12	2.7		1.4		2.3	
13 - 17	3.6		1.6		1.7	
18+	4.3		2.5		3.0	

Number of Children Placement

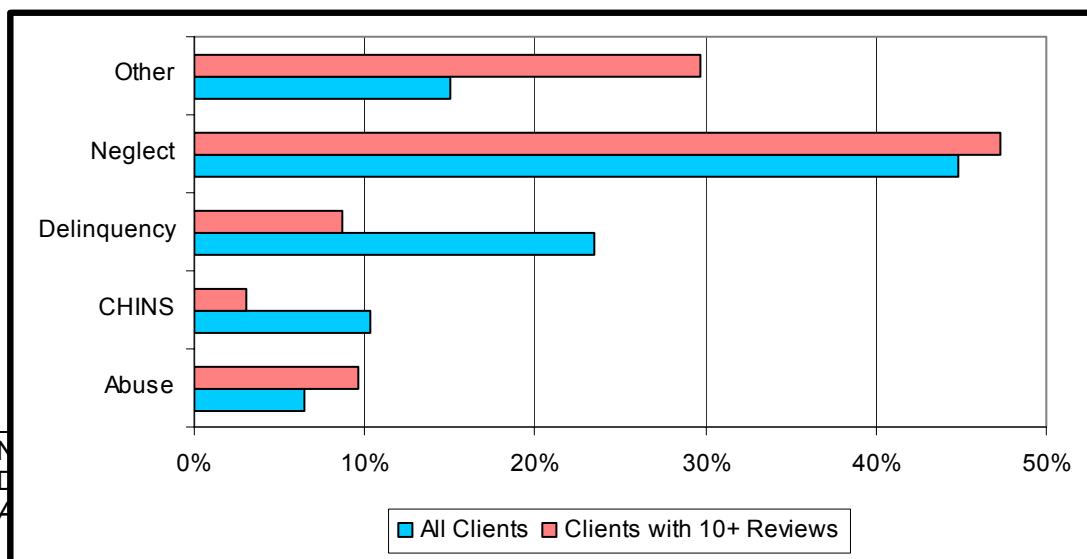
The number of children in placement for each Division is shown for SFY05 in Figure 6. The number of DCYF youth varies by 30 from the lowest census in Q1 to the highest in Q3. The data for both case-types for DJJS remain similar for the four quarters.

Figure 6: Number of Children in Placement by Division for SFY05



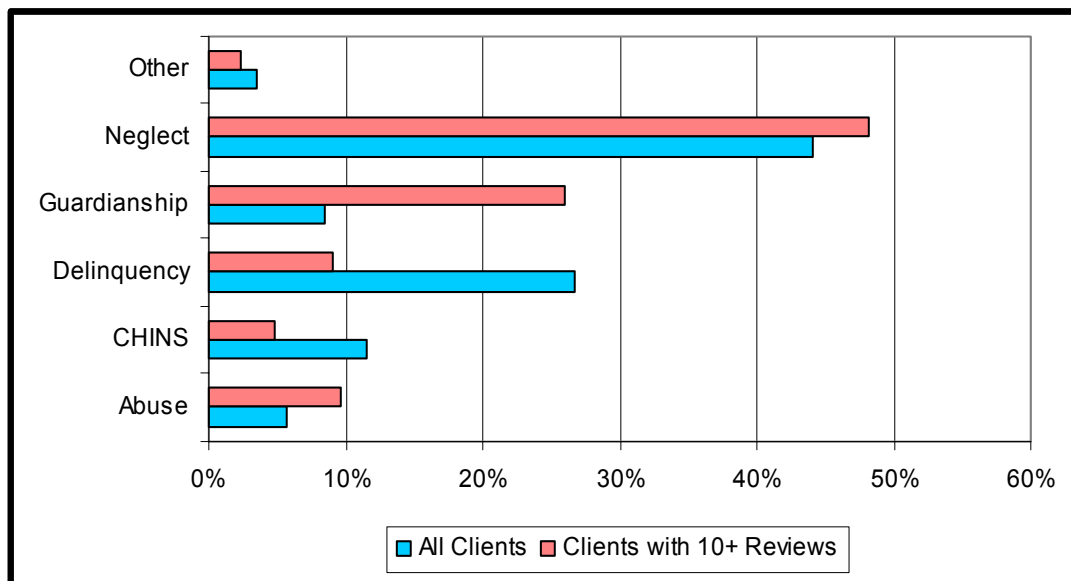
The case type distribution of children in placement by their number of lifetime reviews is shown in Figure 7. The DJJS youth tend to have fewer lifetime reviews compared to the DCYF clients. As discussed previously, the percentage of children with ten or more lifetime reviews tends to be greater for Neglect and Abuse case types. As a percent of the total population, a greater percentage of children in the “Other” category have ten or more lifetime reviews (further explanation provided for Figure 8).

Figure 7: Case Type Distribution for Children in Placement by Number of Lifetime Reviews SFY05



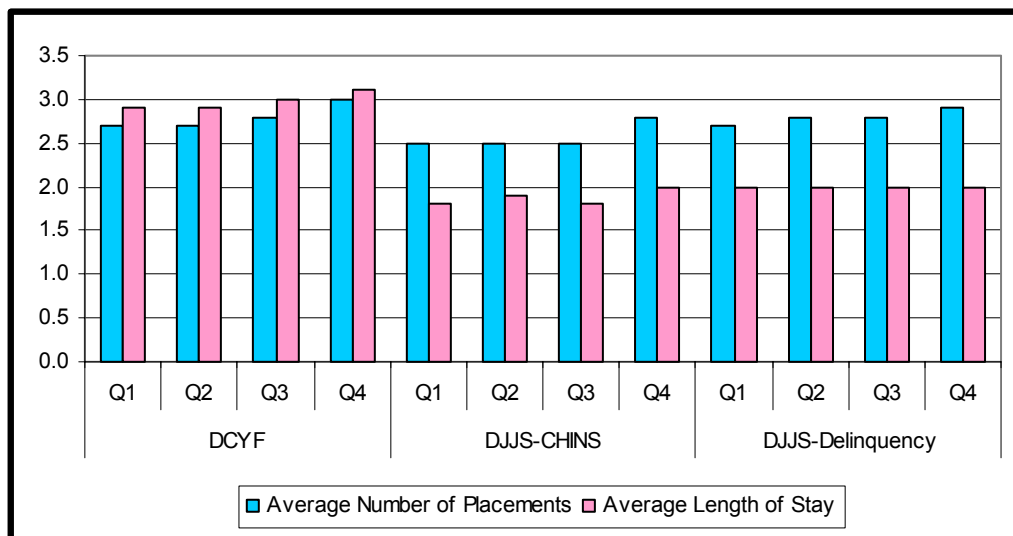
Ninety-two percent of the 'Other' category is comprised of guardianship cases. The remaining cases are Independent Living Aftercare. However, for the group of children with fewer than 10 lifetime reviews, two-thirds of the 'Other' category is 'ICPC' and 'IL Aftercare' cases. No child in this category is under State guardianship.

Figure 8: Case Type Distribution for Children in Placement by Number of Lifetime Reviews with 'Other' category broken out for SFY05



The average number of placements and the average length of stay for each quarter of SFY05 are shown in Figure 9. For DCYF, the average number of placements increased each quarter from 2.7 in Q1 to 3.0 in Q4 and the average length of stay also increased slightly over the course of SFY05.

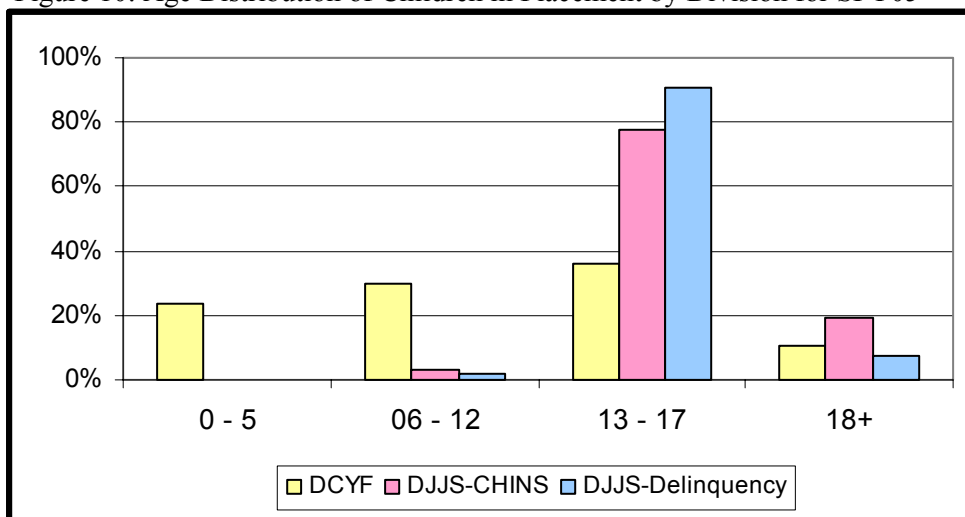
Figure 9: SFY05 Average Number of Placements and Average Length of Stay by Quarter



Age Distribution for Children in Placement

The age distribution of children in placement is shown for each Division (Figure 10) for all quarters of SFY05 combined. The largest age category for all Divisions is the 13-17 age range, and this statistic is consistent with NH's data for prior years and is a nationally supported finding. We know that, all else being equal, children transitioning from middle school to high school are particularly at risk for problems and behavior that might bring them to the attention of local schools and other authorities. This speaks clearly to the need for multi-agency collaboration and community support for prevention activities targeted to meet the needs of children and their families during these challenging years.

Figure 10: Age Distribution of Children in Placement by Division for SFY05



Similarly, Table 3 illustrates the age distribution by number of lifetime reviews for DCYF children with ten or more lifetime reviews by the close of SFY05. Only 8 children have had more than 16 lifetime reviews. Sixty percent of children with more than 10 lifetime reviews were between 13 and 17 years of age.

Table 3: Number of DCYF/DJJS Children with 10+ Lifetime Reviews by Age Group

otal Reviews	0 - 5	06 - 12	13 - 17	18+	Row Totals
10	3	12	21	6	42
11		5	16	6	27
12		6	19	3	28
13		3	15	11	29
14		4	31	14	49
15		10	42	16	68
16		3	25	10	38
17		1	4		5
18			1		1
20		1			1
21				1	1
Column Totals	3	45	174	67	289

Sufficiency of Foster Care Resources for Sibling Placement

Table 4 indicates that there are foster care resource needs in certain District Offices for DCYF children who cannot be placed with their siblings in foster care. In Berlin, Portsmouth and Rochester additional foster care resources may be needed. (In the chart below, the ‘Y’ indicates that foster care resources are needed.) However, the total numbers for Conway and Salem are small, and therefore using percentages in this instance is less useful than use of the raw number. Small numbers notwithstanding, additional foster home resources in these offices may be needed. Due to DCYF practice change it should be noted that children previously identified under “Adoption” are now counted in the general population of children in care by District Office.

Table 4: Foster Care Resources Needed for DCYF Children with Siblings in Foster Care SFY05

District Office	Percent Yes	N	Y	Total
Berlin	32%	36	17	53
Claremont	3%	36	1	37
Concord	2%	55	1	56
Conway	33%	6	3	9
Keene	0%	34	0	34
Laconia	0%	52	0	52
Littleton	0%	11	0	11
Manchester	1%	100	1	101
Nashua	3%	65	2	67
Portsmouth	45%	22	18	40
Rochester	33%	44	22	66
Salem	43%	4	3	7
Total	13%	465	68	533

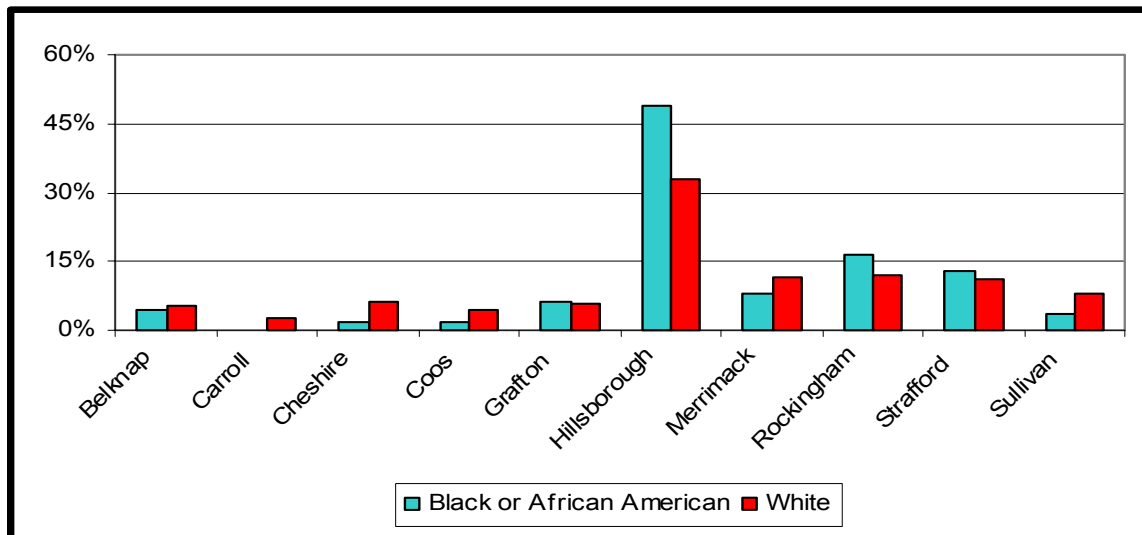
Ethnicity of Children in State Care

The prominent ethnicity of children in placement is White with Black or African American children being the only other demographically significant group. Table 5 reports the count of youth in placement by primary ethnicity. White youth comprise 83% of the children in DCYF care, 91% of CHINS cases and in 89% of Delinquent youth. Black or African American children comprise 15% of all youth in placement, 8% of DCYF children and three and four percent respectively of CHINS and Delinquent youth. Figure 11 provides an ethnicity breakdown of youth meeting ACR criteria for SFY05.

Table 5: Primary Ethnicity Count of Youth in Placement of SFY05

	DCYF	DJJS-CHINS	DJJS-Delinquency
White	83%	91%	89%
Black or African American	8%	3%	4%
Asian	1%	1%	0%
American Indian/Alaskan Native	1%	2%	1%
Native Hawaiian/Other Pacific Islander	0%	0%	0%
BLANK	6%	4%	6%

Figure 11: Primary Ethnicity of children meeting ACR criteria by County



In State vs. Out of State Placement

The location of placement for all children is shown in Table 6. About 92% of DCYF children are placed In-State, as are about 87% of Delinquent youth. Out of State placement for DCYF and DJJS-Delinquent cases varied by only 1% throughout the four quarters of SFY05. Out of State placements for DJJS-CHINS cases increased from 14% in Quarter 3 to 21% in Quarter 4. The eight additional Out of State CHINS placements in Q4 were all in the 13-17 age group and all placed at Intensive Group Home facilities.

Table 6: Location of Placement for all Children in Placement from Q1 - Q4 of SFY05

	Q1		Q2		Q3		Q4	
	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State	In-State	Out-of-State
F	92%	7%	91%	7%	91%	6%	92%	6%
JS-CHINS	82%	18%	83%	17%	85%	14%	79%	21%
JS-Delinquency	89%	11%	89%	11%	88%	11%	87%	12%

Type of Placement

Type of Placement for each Division is shown in figures 12, 13, 14 below. The data show that the majority of DCYF children are in Foster Homes, while the majority of DJJS-CHINS and delinquent youth are placed in group homes. Specifically, for DCYF children, 63% are in foster care and 21 % of the children are placed in group homes. At the same time, 79% of DJJS-CHINS youth and 69% of DJJS-Delinquency youth live in group homes. Foster care placement rates for the DJJS-CHINS and Delinquency youth are 10% and 16% respectively. While reasons for this difference may seem self-evident, careful review of placement practices for both Divisions will be useful to better understand child-specific placement decisions.

Figure 12: DCYF Out of Home Placements SFY05

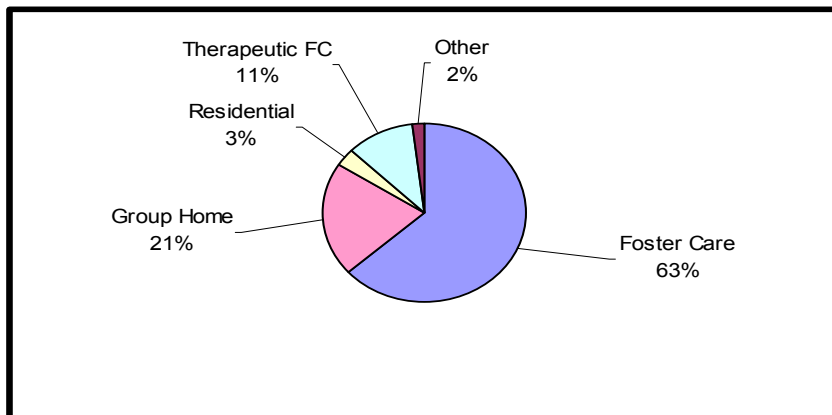


Figure 13: DJJS-CHINS Out of Home Placements SFY05

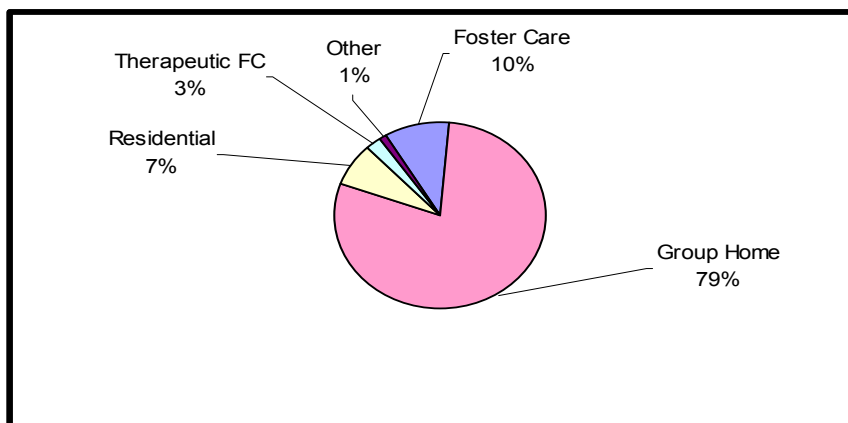
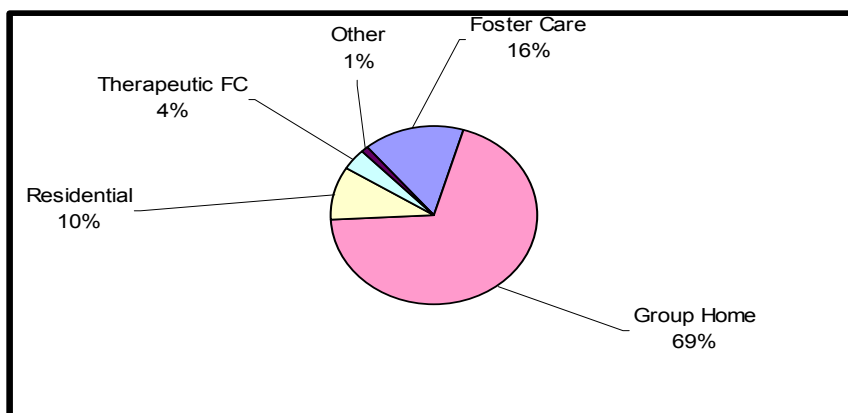


Figure 14: DJJS-Delinquency Out of Home Placements SFY05



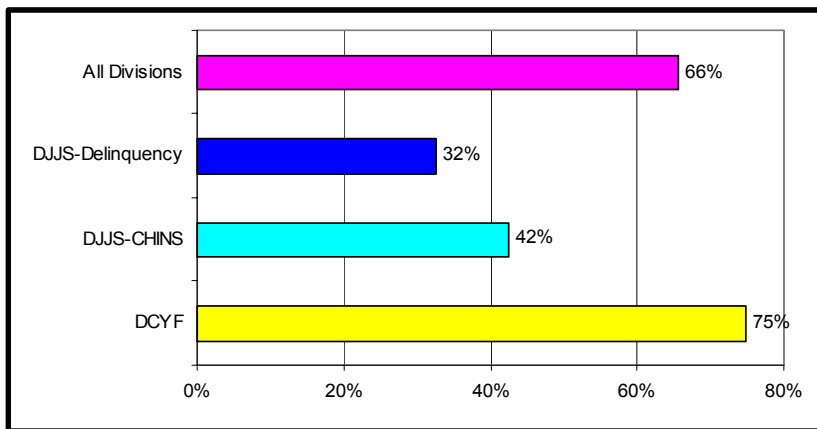
Current Quality Indicators

To assess the quality of placement, the ACR Review process considers a number of factors including the safety and appropriateness of the placement, the proximity to the child's family and school, whether relatives are considered and if a child is placed with siblings in foster care.

Relatives Considered

The ACR Data Element Definitions state that Relatives Considered for placement is to be verified on the first review only. However, due to changes in case practice following Child and Family Services Review (CFSR) a Program Improvement Plan (PIP) processes, the team must consider whether relative placement is a viable option at each review. This change reflects the common sense that the viability of a relative placement may well change over time as a child matures and as family circumstances change. Given our goal of a permanent, safe home for every child, our review of options for potential community based placement must be rigorously pursued at every opportunity. The data definition will be adjusted to reflect this change in practice. Figure 15 indicates the frequency with which relatives are considered for the placement of children/youth who come into care.

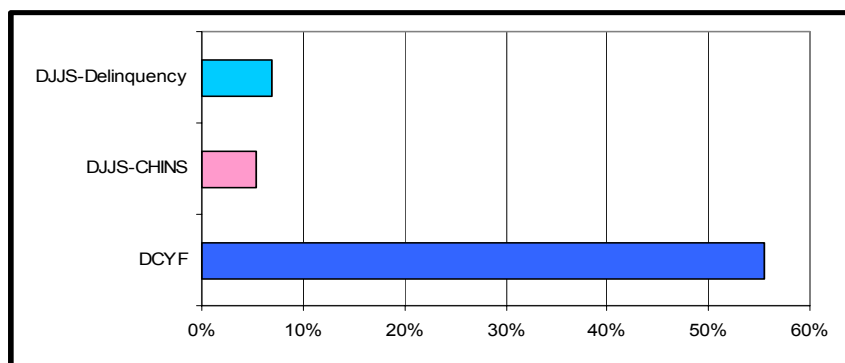
Figure 15: Relatives Considered for SFY05



Siblings in Care

Of the 1,783 DCYF and DJJS children reviewed in SFY05, about half of the DCYF custody were placed with their siblings while a smaller number of youth involved with DJJS were placed with their siblings. Figure 16 indicates the percentage of youth that are placed with siblings by Division.

Figure 16: Percent of children placed with siblings in Foster Care for all Divisions SFY05



Tables 7 indicates that over half of the children who are in foster care also have siblings in foster care and of this group 46% reside with their siblings in the same foster home. While 80% of the group of children who are not in the same foster placement as their siblings have visits with their siblings. The data indicates that 12% of the children could be placed in the same foster home if a sibling home resource was available.

Table 7: Percent of Siblings in Foster Care SFY05

	Percent Yes
Siblings in Foster Care	56%
Child with Siblings	47%
Visits with Siblings	80%
Foster Care Resources Needed?	12%

Visitation with Siblings

When a child cannot live with his/her siblings in the same placement setting, the child is provided the opportunity to visit with his/her siblings in order to maintain family connections. During SFY05, 80% DCYF children who could not be placed with their siblings had visits with their siblings. As Table 4 indicates, the rate of sibling visitation for the year was quite high across all age groups for both Divisions.

Safety, Health & Well Being

Safety, health and well being elements identified in the ACR data indicate that for the children in both DCYF and DJJS, most children are in a safe, least restrictive placement in close proximity to both family and school. Health and wellbeing data is related to children's medical and behavioral health needs indicate that services identified as necessary are provided. The following 3 table provide more specific details that are related to the case planning process and the parent and child needs.

The case planning compliance statistics for SFY05 are presented in Table 8. The ACR reviewers collect and enter the case specific data following each ACR Review. To ensure data quality Data definitions were defined for each element In the ACR Bridges Data screen. Due to practice refinement over the past 2 years the data definitions were reviewed and refined to more accurately reflect current case planning practices. These definitions are available in Appendix C. Training is provided to the reviewers on an ongoing basis to ensure accuracy and consistency of data coding and entry.

In reviewing the Case Planning Statistics in Table 8 there are elements that are specific to Case Planning that have 85 % or better compliance rates, while there are elements that have a 54% or lower compliance rates. The compliance elements with the lower rate of compliance such as Education and Behavioral Health issues are important predictors of success for children who are in care. A concerted effort to increasing the compliance rate of elements below 54% to a rate of 75% will be made over the next year. This information would provide knowledge for more informed decision-making.

Table 8: ACR Case Planning Statistics Shown as Percent ‘Yes’ for SFY05

	Percent Yes
Current Case Plan	98%
Medical Auth in File	85%
Medical Records in File	82%
Ed Code	54%
Current IEP in File	42%
Behavioral Health Records	57%
DSM-IV Code	55%
Services for Child	98%
Services to Parents	69%
Appropriateness of Services	98%
Case Documentation	98%
Provider's Progress Reports	66%

The Child’s Need information is displayed in Table 9. This data represents the child’s needs at the time of the review. The behavioral health needs such as services for Suicidal or Homicidal/Assaultive behaviors indicate that 2% of children have the need for services. This data appears to support that youth in need of services are receiving the services. Data definitions for these data have also been revised to be consistent with the current case planning practices. Ongoing training is provided to the reviewers at monthly staff meetings to ensure accuracy and consistency of data coding and entry.

Table 9: Child’s Needs Information Displayed as Percent ‘Yes’ from ACR Case Screen for SFY05

	Percent Yes
Suicidal	2%
Homicidal/Assaultive	2%
AODA	3%
Individual Assessment	0.1%
Developmental Assessment	0%
Psychological Evaluation	0.3%
Psychiatric Evaluation	0.1%
AODA Evaluation	0.1%
Outpatient Treatment	1%
Inpatient Treatment	0.4%
Other Services	1%
Medical	2%
Dental	3%

The ACR Case Screen information relating to the Parent’s Needs is displayed in Table 10. This data is pre-filled as a “No” response unless services are identified as needed at the time of the review. In that case, the reviewer would indicate “Yes”. The current raw data indicates that parents require minimal services but does not indicate the extent to which service needs are met. However in examining the data

it should be noted that there is constancy between DCYF and DJJS-Chins and Delinquency that barriers to case progress was due to Parental non-compliance and “Other “ issues. For the DCYF and DJJS-CHINS cases that indicated barriers to case progress this is due to a Parent having AODA issues or Parent Mental Health needs. Also important to note is the data definitions for these data have been revised to be consistent with current case planning practices. Training is provided to the reviewers to ensure accuracy and consistency of data coding and entry. Data for SFY05-Q4 only is provided to demonstrate the data that is available.

Table 10: Parent’s Needs Information Displayed as Percent ‘Yes’ from ACR Case Screen for SFY05 Q4

	DCYF	DJJS-CHINS	DJJS-Delinquency
Parent Individual Assessment Indicator	0%	0%	0%
Family Assessment	0%	0%	0%
Parenting Evaluation Ind	0%	0%	0%
Parent Psychological Eval Ind	2%	0%	0%
Parent Psychiatric Eval Ind	1%	0%	0%
Parent AODA Eval Ind	1%	0%	0%
Parent Outpatient Treatment Ind	2%	0%	0%
Parent Inpatient Treatment Ind	0%	0%	0%
Parent Other Services Ind	0%	0%	0%
Parent Medical Services Ind	0%	0%	1%
Case Delay Parent Incarceration	6%	0%	1%
Case Delay Parent AODA Ind	10%	4%	0%
Case Delay Parent Mental Ind	7%	2%	0%
Case Delay Parent Developmental Disability Ind	1%	0%	0%
Case Delay Parent Medical Disability Ind	1%	0%	1%
Case Delay Absent Parent Ind	2%	0%	3%
Case Delay Non Compliant Parent Ind	20%	4%	3%
Case Delay Other Reason Parent	15%	18%	9%

Education

The ACR Case Reviewers are responsible to assess educational needs pertaining to a child’s special education status. There is, however, no way to assess the extent to which children are referred for special education evaluation based on recommendations of the ACR team meeting.

Overall, over one half of New Hampshire’s children in out of home care are educationally coded. The total proportion of children with educational codes is 52% for DCYF, which includes 13 children under the age of six years, 61% for CHINS and 68% for Delinquency. Given the lower prevalence of educational disability in the general population, it is clear that children with educational handicapping conditions are over represented in the population of children in care.

ACR Surveys

The ACR Program is required to assess the Case Planning and ACR process. The ACR program has set a 20% rate of surveying parent, child, collaterals and Division participants at the ACR review meetings. The survey report is provided in Appendix C

Outcomes

Case Plan Goals

During the SFY05 a total of 640 children left care. Reunification was the most frequent exit reason given with 276 children returning to their families while Reunification for SFY04 was 261. This appears to be consistent and improving annually. The second most frequent reason was Placement with Relatives with 168 youth in this category. Overall, the number of children leaving care to return home or to live with a relative has increased over the past year from 97 children in SFY04 to 168 in SFY05. Adoption for SFY05 was ranked third with 94 youth leaving care. This ranking is a change from SFY04 as it was ranked the second reason for leaving care with 139 youth achieving adoption. (Table 11). It is difficult to ascertain why there was a decrease in the number of youth that achieved the goal of adoption over SFY05. The Permanency Planning Team (PPT) data may assist further assessing this area. However it should be recognized that the number of youth who were placed with a relative as a permanency goal and then exited care almost doubled over the SFY05. An area that may benefit further analysis is that of the "Runaway" group to further explore predictor and assess the 'fit of placement'. Overall the number of youth exiting care for SFY05 did increase due to the increased rate of Placement with relatives.

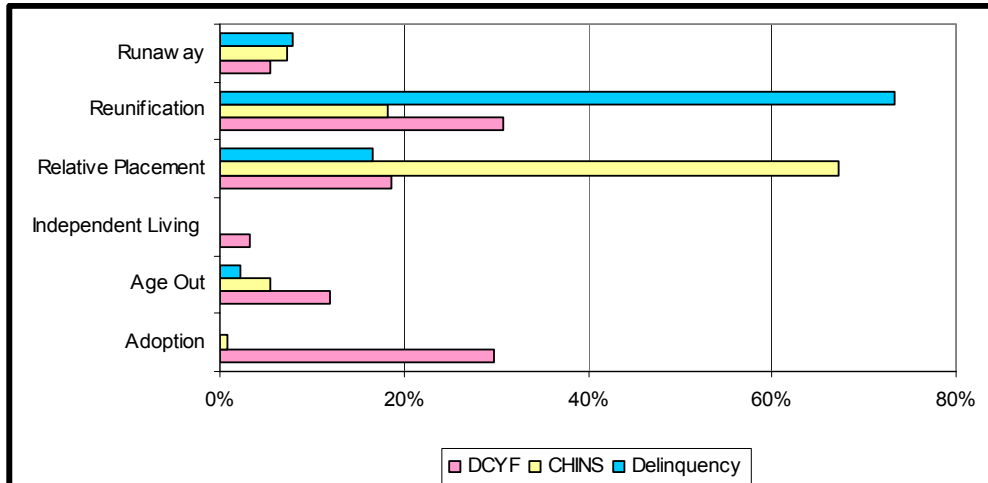
Table 11: Reasons for Exiting Care SFY05

Reason for Exiting	DCYF				DJJS-CHINS				DJJS-Delinquency				Total
	0-5	6-12	13-17	18+	0-5	6-12	13-17	18+	0-5	6-12	13-17	18+	
Reunification	15	32	34	15			17	3		3	140	17	276
Out			2	35			1	5			3	2	48
Adoption	39	35	19		1								94
Runaway			13	4			8				16	1	42
Guardianship							1						1
Independent living				10									10
Death			1										1
Placement with Relative	19	23	13	3		2	57	15		1	31	4	168
Total	73	90	82	67	1	2	84	23	0	4	190	24	640

Exiting Placement

Figure 17 provides a comparison graphic of DCYF, DJJS-CHINS and DJJS-Delinquency groups. The graph illustrates the primary exit reasons for children served within each Division. The primary reason for exiting care for children in DCYF care is reunification followed by adoption. The primary reason for exiting care for the DJJS-Delinquency youth is reunification while for the DJJS-CHINS youth the primary reason for exiting care is relative placement.

Figure 17: Exit Reason Comparative Graph SFY05



The following Figures 18,19,20 provide characteristics data for youth leaving care in SFY05.

Figure 18: Number of Exits by Age and Division – DCYF SFY05

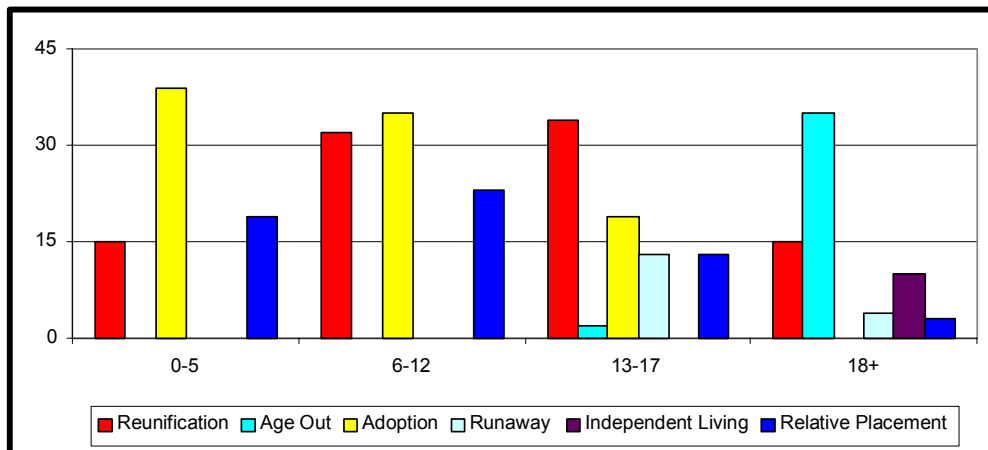


Figure 19: Number of Exits by Age and Division – DJJS-CHINS SFY05

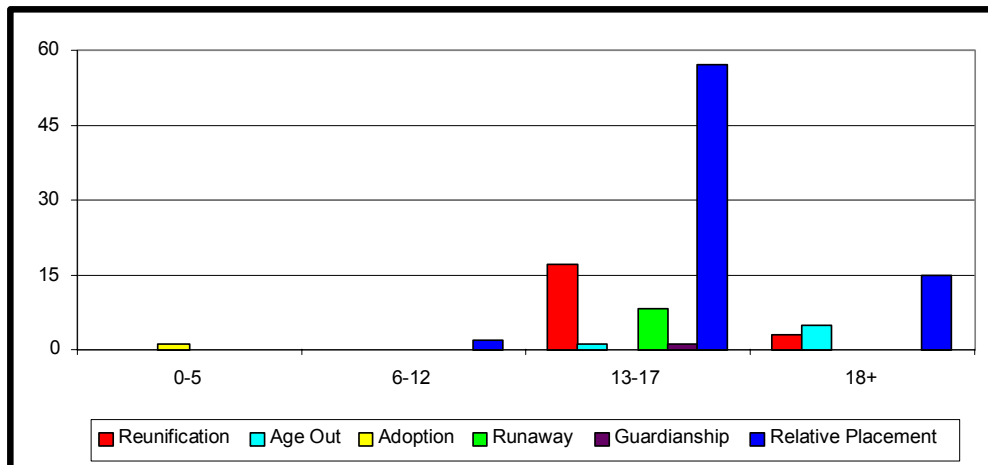


Figure 20: Number of Exits by Age and Division – DJJS-Delinquency SFY05

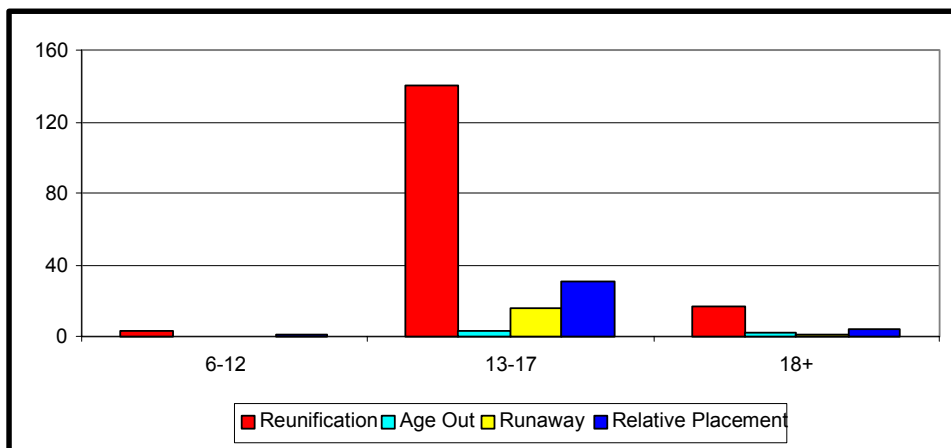


Figure 21 illustrates the exit rate for SFY03-SFY05 per 1,000 children in placement for comparison. Yearly comparison of exit data rates provides an aggregate measure of system progress.

Figure 21: Number of Exits by Division Comparison SFY03, SFY04 and SFY05

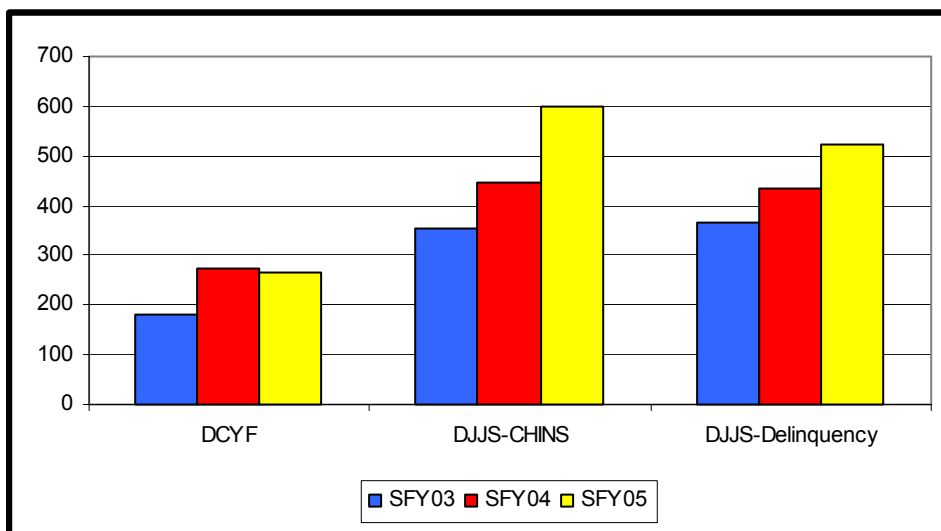
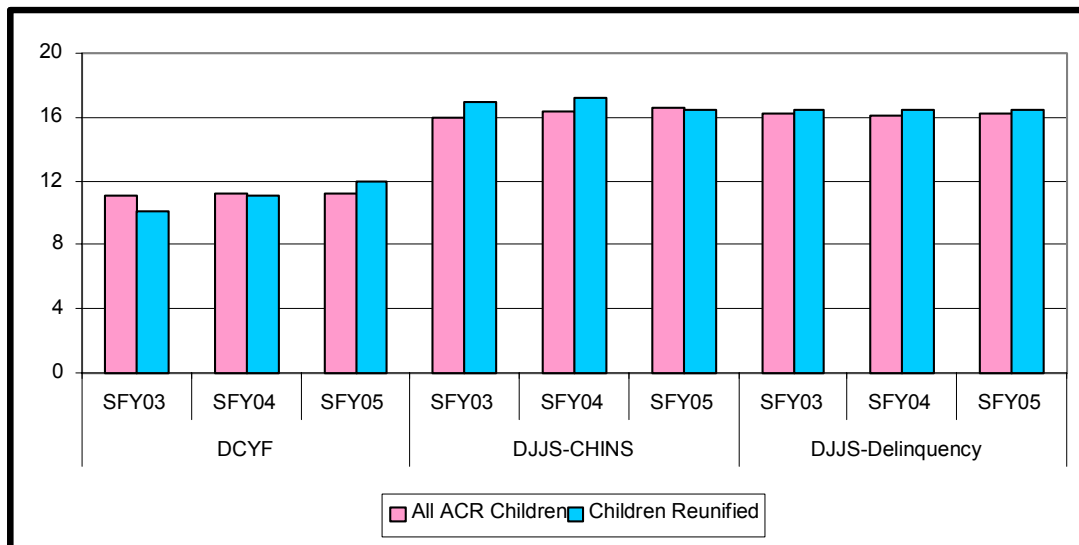


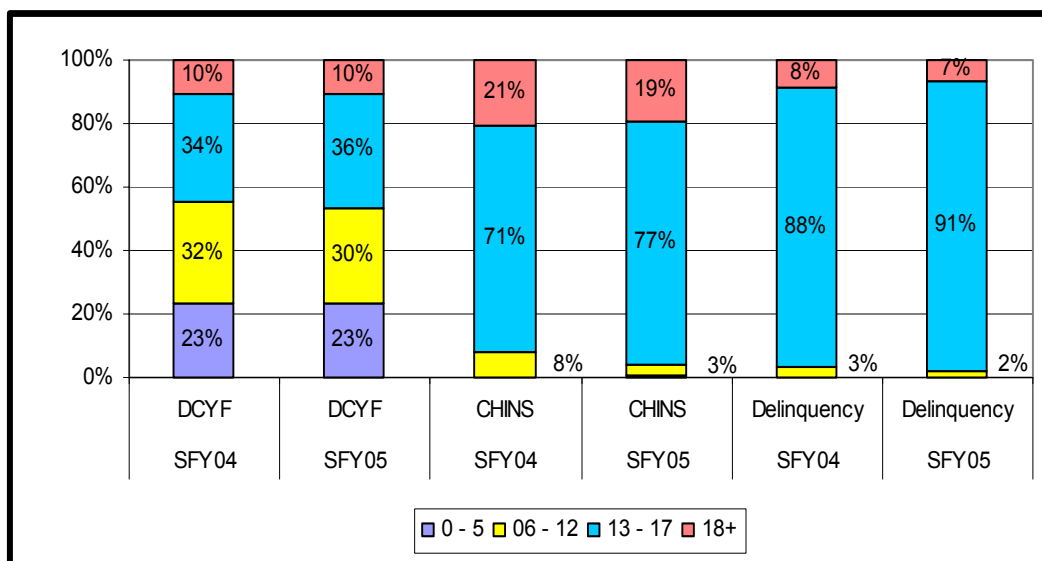
Figure 22 illustrates the average age of reunified children compared to the overall average age of children in care. The average age of the children who are reunified is slightly higher for the DJJS-CHINS and DJJS-Delinquency groups than for the DCYF group between SFY03-SFY05. For DCYF, the average age of children in care remained stable while the age of children reunified has increased each year from SFY03 –SFY05. It may be useful to look more carefully at these data to better understand the reasons for this shift.

Figure 22: Average Age of Reunified Children Compared to Overall Average Age



The breakdown of age groups for DCYF and DJJS is shown in the Figure 23 between SFY04 and SFY05. This is an area that with ongoing monitoring will provide information about trends that will assist in better understanding the age-related needs of the children in care.

Figure 23: Age Grouping by Division between SFY04 and SFY05



Figures 24, 25 and 26 provide gender comparisons of children in care for each Division. This comparison will allow monitoring of gender changes by Division annually to assure that gender specific services are available to meet the needs of the children in care. Changes in gender composition will also allow planning for prevention activity geared to high-risk populations of children in the community.

Figure 24: DCYF Age and Gender Comparison SFY04 and SFY05

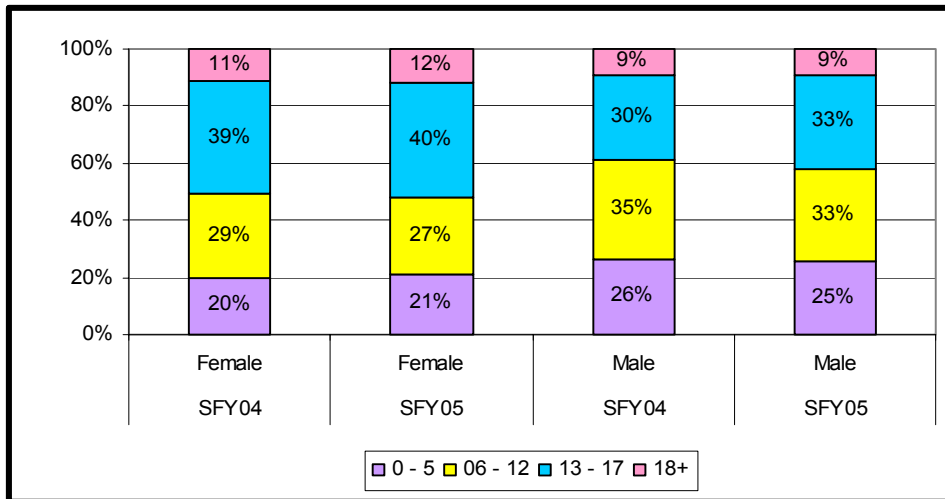


Figure 25: DJJS-CHINS Age and Gender Comparison SFY04 and SFY05

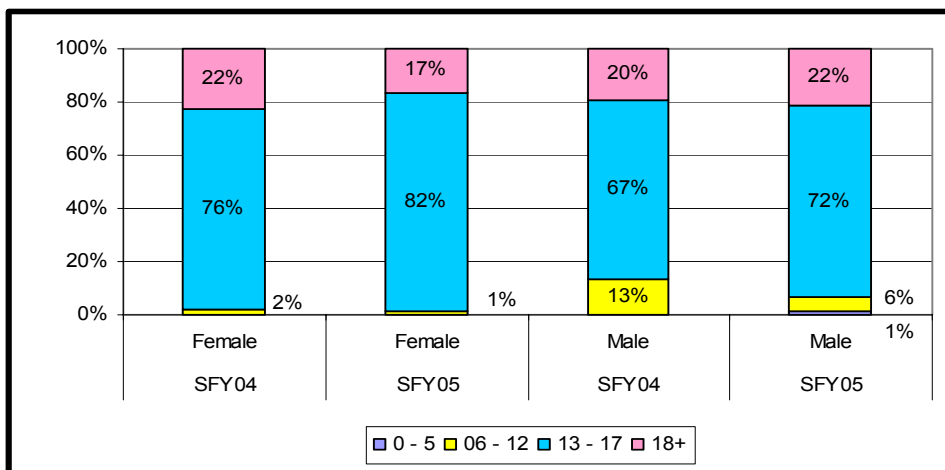
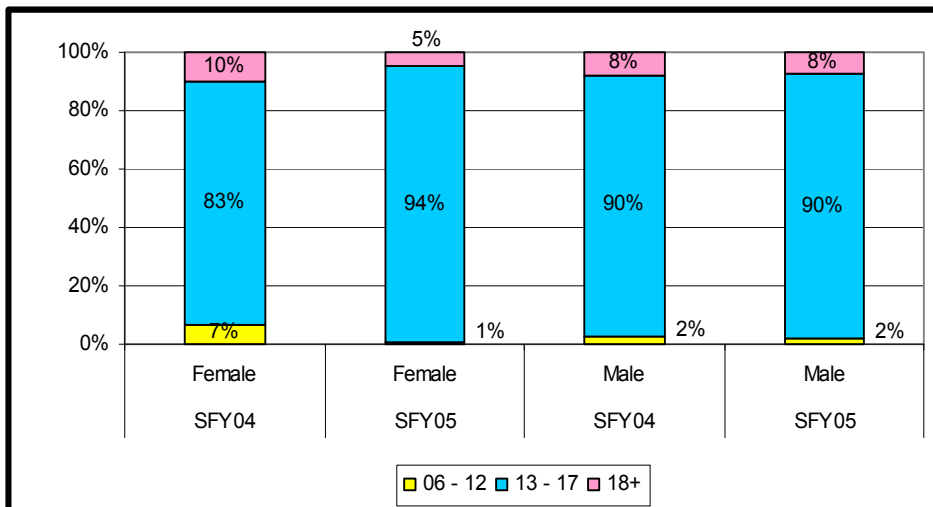


Figure 26: DJJS-Delinquency Age and Gender Comparison SFY04 and SFY05



Education

The ACR Reviewers review the educational needs of all children in care. The presence, absence and not applicable data fields are entered for each child reviewed. The data indicates that for the majority of children who are in care and have an Individual Educational Plan (IEP) had a current IEP in their case file.

Overall, over half of the children in out of home care are educationally coded. The total proportion of children with educational codes is 52% for DCYF, 61% for DJJS-CHINS and 68% for DJJS – Delinquency. Given the lower prevalence of educational disabilities in the general population, it is clear that children with educational disabilities are over represented in the population of children in out of home care.

Summary of Compliance Requirements

Overall case compliance with the established federal requirements governing case review is based upon the following areas for each case:

- ☐ Case Plan
- ☐ Court Order
- ☐ Administrative Case Review – documentation showing that a case review was held every 6 months, regardless of the number of judicial reviews that have occurred.
- ☐ *Additional required federal protections

*Other required protections refer to the eighteen (18) federal protections that must be addressed in the Case Plan, Periodic Review, and Procedural Safeguards and are detailed below. Case compliance is based upon achievement of at least thirteen (13) of these required elements.

Plan of Care

1. Description of placement type
2. Appropriateness of placement
3. Least restrictive (most family-like) setting based upon need
4. Proximity of placement to parent's home
5. Implementation of judicial determination
6. Assurance of proper care
7. Plan for provision of family/child services for return to own home
8. Plan for provision of family/child services in foster care
9. Appropriateness of services

Periodic Review

10. Determination of placement continuation and appropriateness
11. Extent of case plan compliance
12. Assessment of progress, barriers, and solutions
13. Determination of date for return, adoption, guardianship or an alternative permanent plan
14. Parental participation

15. Third party review

Procedural Safeguards

16. Removal of child from parent's home
17. Changes in the child's placement
18. Determination affecting visitation rights

Administrative Case Reviewers determine case compliance after clinical assessment and consultation, careful consideration of all sources of relevant information including case plan information, and verbal presentations from members present at the actual review meetings. Compliance data is recorded in designated screens within the NH Bridges case management database system following the review meeting.

Collateral Participation

Collateral team members include parents, Court Appointed Special Advocate (CASA), Guardians–ad-litem (GAL), foster parents, special education representatives, therapists, DHHS supervisors and CPSW/JPOs. All play a significant role as ACR review team members in assuring compliance with case requirements and in monitoring progress toward permanency for children in care. Collateral participation and feedback includes an assessment of the appropriateness and quality of services provided and the identification of unmet needs. The Divisions values the participation of all team members and, in collaboration with ACR program staff, consistently seek to increase participation of all team members through sensitive scheduling and site selection for all ACR meetings. The participation rate of collateral team members at scheduled reviews remained relatively constant from quarter to quarter of SFY05 (Table 12). However for SFY05 there is 13% increasing overall collateral participation. Participation for SFY03 through SFY05 is compared in Table 13. The ACR reviewers will continue to work with the CPSWs and JPOs in combining treatment team, educational and ACR meetings to encourage collateral participation. It is recommended that a goal of 55% Overall Collateral participation rate be set for SFY06. This is a 5% increase, overSFY05.

Table 12: Overall Participation Rate of Collaterals at Review Meetings for SFY05

	Invited	Attended	Percent Attended
Collaterals SFY05 Q1	1,716	863	50%
Collaterals SFY05 Q2	1,825	890	49%
Collaterals SFY05 Q3	1,914	912	48%
Collaterals SFY05 Q4	1,856	955	51%

Table 13: Overall Participation Rate of Collaterals at Review Meetings from SFY03 - SFY05

	Invited	Attended	Percent Attended
Collaterals SFY03	12,057	4,505	37%
Collaterals SFY04	12,260	4,588	37%
Collaterals SFY05	7,311	3,620	50%

A review of data for participation by selected collaterals indicates significant variation between groups in attendance at the ACR meetings and is provided in Table 14. The data presented illustrates the total group of children in care. While it will be useful to consider systemic interventions to increase collateral participation, further analysis at the District Office level for DCYF and DJJS may provide useful data specific to each District Office such that local strategies to address increased participation can be implemented as well. A general total of Collateral Attendance by district office is provided in Table 15 and it has been agreed that this breakdown will be added to the ACR monthly compliance reports for SFY06. It is important to note that the participation rate is calculated from the number of invited collaterals. This data does not reflect the total number of collaterals that met criteria to be invited. Of the collaterals that did attend the ACR meetings Foster Parent, Relative Care providers, residential staff, community providers and Foster care nurses attended at a 50% rate or better when they were invited to the meetings. To aggregate the data on Table 14 by District Offices may provide better understanding of collateral invitation trends.

Table 15 provides overall collateral attendance by District Offices. This table identifies the rate at which the offices invite collaterals and the attendance of the collateral at the ACR meeting. The Laconia, Concord Littleton and Berlin District Offices (DO) all have between a 92 – 95% rate of collateral attendance and should be recognized for this effort. These DOs and the ACR reviewers from these areas should be utilized as a resource in assisting other DOs and ACR Reviewers to reach goals determined by the ACR Steering Committee.

Table 14: Attendance Rates for Collateral Groups for all SFY05

	Total Invited	Total Attended	Percent Attended
Attorney	614	67	11%
CASA	877	496	57%
Child's Attorney	25	11	44%
Community Service Provider	605	434	72%
DCYF Education Specialist	30	13	43%
DCYF IL Coordinator	23	17	74%
DCYF Nurse Coordinator	157	151	96%
DCYF Supervisor	91	90	99%
Education Specialist	73	53	73%
Educational Surrogate	84	40	48%
Father's Attorney	46	15	33%
Foster Parent(s)	1102	552	50%
Guardian Ad Litem	430	152	35%
JPPS	10	10	100%
Mother's Attorney	128	43	34%
Other	182	135	74%
Relative	134	98	73%
Relative Caretaker	256	153	60%
Residential Care Staff	1060	667	63%
SPED Director - Receiving District	159	22	14%
SPED Director - Sending District	650	160	25%
Stepparent	51	32	63%
Therapist - Child	488	194	40%
Therapist - Parent	36	15	42%
Total	7311	3620	50%

Table 15: Attendance Rate by District Office for all SFY05

	Total Invited	Total Attended	Percent Attended
Berlin	171	157	92%
Claremont	937	237	25%
Concord	429	401	93%
Conway	96	71	74%
Keene	675	279	41%
Laconia	331	315	95%
Littleton	136	126	93%
Manchester	1520	517	34%
Nashua	1192	615	52%
Portsmouth	718	369	51%
Rochester	762	362	48%
Salem	310	153	49%

Case Plan Compliance

For the past year (SFY05), the combined case plan compliance rates for both Divisions have remained remarkably consistent, maintaining an average of 97% compliance. Case plan compliance averaged 97% for DCYF and 99% for DJJS (Figures 27 and 28). Beginning in February 05 the graph indicates that DCYF experienced a small dip (.04 %) in compliance rates. While in March of 05 DJJS also experienced a .04% dip in compliance rates. Although the overall rate of compliance is high, identifying a benchmark goal would provide a benchmark for this element.

Figure 27: Case Plan Compliance for DCYF - SFY05

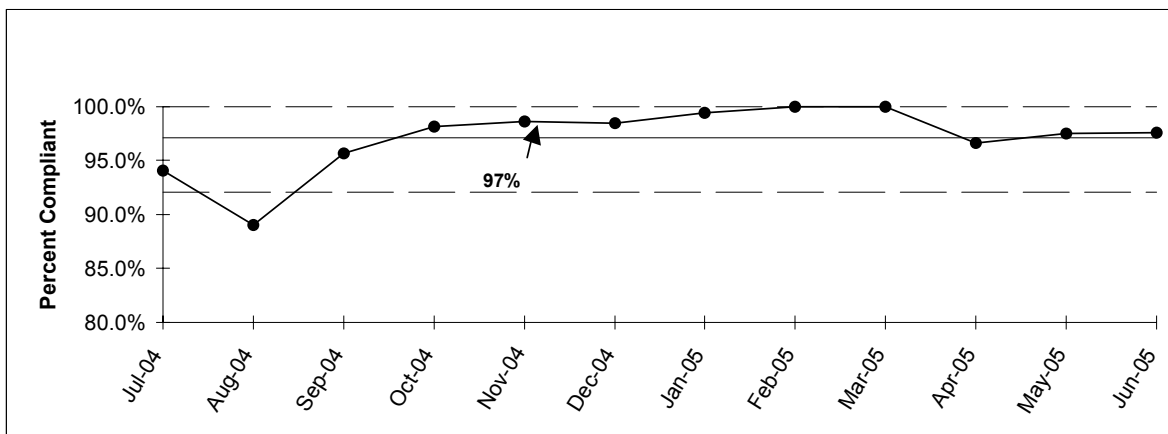


Figure 28: Case Plan Compliance for DJJS-SFY05

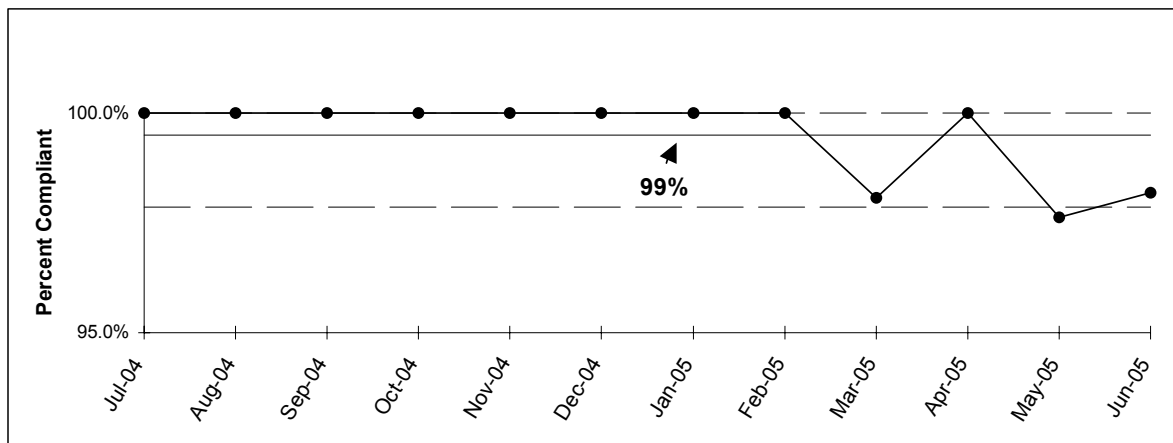


Table 16 presents the compliance data that are monitored and reported on a monthly basis. In addition to case plan compliance, other elements are reviewed. The ACR Meeting Notice letter has a compliance rate of 98% for DJJS and 98% for DCYF. The Notice Letter is in compliance when it provides a minimum of ten days notice to the collaterals, including parent and child when age 12 or older, to arrange to attend the ACR Meeting. The parent participation rate is collected and monitored for all youth whose parental rights remain intact. The rate of participation for DJJS is 41 % while the DCYF rate of participation is 27% for SFY05. Children who are 12 years and older are sent notice letters and encouraged to attend the ACR meeting. The compliance rate for child attendance for DJJS is 29% while the compliance rate for DCYF is 14%. The higher compliance rate for parents and youth in DJJS services is likely related to combining treatment team meetings with ACR meetings whenever possible. It is recommended that the ACR Steering Committee identify a goal for collateral participation.

Table 16: ACR Annualized Monthly Summary Report for SFY05

DJJS

District Office	Total JJS	Total # Compliant (Form 2240)	Case Plan (Form 2240) Compliance %	¹ Total # Compliant (Form 2272)	¹ Review Notice (Form 2272) Compliance %	Reviews W/one Parent	Reviews w/two Parents	Review % w/Parent(s) Attending	^{2a} Reviews w/ Child of Age to Attend	^{2b} Reviews w/Child Attending	^{2c} Review % w/Child Attending
Berlin	27	26	96%	26	96%	11	3	52%	24	14	58%
Claremont	60	59	98%	60	100%	24	4	47%	60	9	15%
Concord	38	38	100%	35	92%	12	3	39%	37	9	24%
Conway	10	10	100%	10	100%	2	2	40%	10	2	20%
Keene	49	49	100%	48	98%	17	3	41%	48	17	35%
Laconia	80	79	99%	73	91%	25	8	41%	79	16	20%
Littleton	16	16	100%	16	100%	6	1	44%	16	6	38%
Manchester	74	72	97%	72	97%	14	4	24%	72	9	13%
Nashua	85	85	100%	79	93%	23	9	38%	84	26	31%
Portsmouth	35	35	100%	35	100%	15	0	43%	35	11	31%
Rochester	57	57	100%	56	98%	18	6	42%	57	20	35%
Salem	50	50	100%	50	100%	17	9	52%	50	25	50%
TOTALS	581	576	99%	560	96%	184	52	41%	572	164	29%

DCYF

District Office	Total CPS	Total # Compliant (Form 2240)	Case Plan (Form 2240) Compliance %	Total # Compliant (Form 2272)	¹ Review Notice (Form 2272) Compliance %	Reviews W/one Parent	Reviews w/two Parents	Review % w/Parent(s) Attending	^{2a} Reviews w/ Child of Age to Attend	^{2b} Reviews w/Child Attending	^{2c} Review % w/Child Attending
Berlin	99	99	100%	99	100%	18	3	21%	65	8	12%
Claremont	171	162	95%	171	100%	59	6	38%	90	4	4%
Concord	205	204	100%	198	97%	43	5	23%	110	11	10%
Conway	36	36	100%	36	100%	14	4	50%	10	0	0%
Keene	110	109	99%	110	100%	43	0	39%	72	16	22%
Laconia	156	153	98%	147	94%	18	10	18%	79	9	11%
Littleton	49	49	100%	49	100%	12	0	24%	37	6	16%
Manchester	333	299	90%	326	98%	48	23	21%	140	17	12%
Nashua	254	251	99%	248	98%	54	17	28%	139	23	17%
Portsmouth	171	171	100%	168	98%	32	5	22%	121	29	24%
Rochester	192	192	100%	187	97%	50	14	33%	76	10	13%
Salem	63	63	100%	61	97%	16	2	29%	27	2	7%
State Office	12	12	100%	12	100%	0	1	8%	6	1	17%
TOTALS	1851	1800	97%	1812	98%	407	90	27%	972	136	14%
2432		Overall State Total									

1= Compliance in this category now includes timely review notice.

2a= Number of Reviews involving a case with a child of age 12 or older.

2b= Number of Reviews with a child age 12 or older attending.

2c= Percentage of Children Attending Reviews now includes only those reviews that involve children at the recommended age of 12 or older

New Initiatives

System Evaluation

The State recognizes that current data and data collection methods are undergoing reviews and revisions to improve data quality and to meet the needs of various Division committees who are evaluating programs and practices. Accordingly, as part of its discussions, the Division is closely reviewing its data needs and gaps within existing information systems. Additionally, the Division is working with organizations and educational institutions to jointly identify meaningful outcome measures and to develop the capacity to more rigorously assess achievement of those desired outcomes for children and families. The State has invited Easter Seals as the ACR contractor to participate in this process, such that the capacity for meaningful evaluation will be accessible to the ACR program as well.

Youth Permanency Pilot

Among other things, the State will pilot a new initiative, provisionally known as the New Hampshire Youth Permanency Initiative. This project, while individually focused, has the potential to radically alter systemic practices with regard to the development of permanent homes for children, not only for children subject to ACR review but for most children and families served within the two Divisions. This new initiative has been launched in SFY 05 and will be implemented over the next fiscal year. This initiative is modeled after highly promising projects now employed in several other states across the nation, including California. It is based on the premise that an important predictor of positive outcomes for children in care is a permanent relationship with a positive adult connection. The goal of all of these projects, including our own, is to help each child in care to establish such a permanent connection with someone who is willing and invested in playing a long term role in his or her life. That long-term role will be defined for each child and his or her significant other and could range from a supportive, family-like relationship to adoption.

The NH Youth Permanency Initiative will be piloted in two district offices, Portsmouth and Rochester, and will include children served by DCYF and DJJS. This project essentially involves a two-part process to use data to identify children who lack a “connection” and subsequent intervention designed to connect each child with a long term, supportive adult relationship. For purposes of the pilot, the first children to be targeted for intervention will be those who are due to leave residential placement over the next year. Intervention will include “mining” these cases to identify individuals who have played a role in the lives of children in question. Mining activities will include a review of the case file, interviews with the child, family members, caregivers, and other collaterals that may be able to assist in the identification of potential “connections”. Once that list is developed, candidates will be reviewed and assessed to identify potential individuals for relationship development. A clinical person within the new organizational structure will work with all parties to prepare them for whatever form the future relationship is to take.

A leadership group comprised of representatives of both the Portsmouth and Rochester District Offices as well as representatives of the State Office and Easter Seals will develop the work plan for the NH Youth Permanency Initiative. The group will “learn as we go”, using the experience of other states and adapting strategies and interventions to the New Hampshire system. A Bridges system worksheet is being developed to assist this initiative.

As these efforts described above proceed, the ACR program will continue to provide monitoring to assure that basic compliance requirements are met.

Recommendations

1. The ACR oversight committee should continue to work with Bridges staff to identify data needs and gaps around various permanency initiatives.
2. The ACR leadership should participate with the State to develop capacity for research and evaluation of existing programs to identify best practices to promote permanency.
3. ACR leadership must continue to work collaboratively with DCYF and DJJS to pilot a case mining project in two district offices on the Seacoast. This pilot is a first step toward development of effective methodology to assure that every child served by the two Divisions has a permanent, positive relationship with an involved adult role model in his or her own community.
4. A checklist for assessment of known resilience factors that can be coded for quantitative analysis could be developed for use in the clinical case review process.
5. The ACR Form should be redesigned and used with scanning technology to provide additional quantitative data.
6. ACR reviewers must assure that necessary historical diagnostic and treatment information is available in the child's record and that due diligence is exercised in each case to secure all assessments necessary to fully treat and serve each child and family in care.
7. ACR reviewers, in collaboration with DCYF and DJJS, must more aggressively consider and pursue relative placement for every review.
8. In collaboration with DCYF and DJJS, ACR staff must identify and implement strategies for increased parent, child and collateral participation at review meetings.
9. The Division should utilize DOs and ACR Reviewers who have a 90% or above collateral participation rate in assisting other Dos to increase participation rates.
10. Work must continue to identify, develop, and retain foster and adoptive homes.
11. For children in out of state placements the Divisions should identify the resources needed and explore the possibility of developing these resources in state in order to bring children placed out of state home.
12. To the extent possible, assess factors contributing to the overrepresentation of children with educational disabilities in the population of children in care.
13. To the extent possible, assess the extent to which regional differences in numbers of children in care can be explained by differences in population rates.
14. The ACR Program to develop a process to utilize other internal case review processes that are in place such as the 9 month Permanency Team Meetings and 12 month Permanency Hearings.
15. The ACR program to review and analyze circumstances and data of the 86 children who were not reviewed during SFY05.
16. The ACR Steering committee should establish an outcome measure for Case Plan Compliance, Notice Compliance, Parent and Child Participation and Collateral Participation.

Appendices

Appendix A: Technical Notes and Definitions

Technical Notes

The majority of the data reported is pulled at a point in time at the end of the state fiscal year. However, there are a few tables and sections of narrative that are drawn from monthly reported data that was pulled at the end of each month from the Enterprise Data Warehouse (EDW) during the fiscal year. Due to the dynamic nature of the EDW, additional data can be added to the warehouse after the monthly reports have been run. Therefore, the additional numbers of reviews that are reflected in year-end data reporting versus the monthly reports are a result of this dynamic nature of EDW.

The monthly reports only show a total of reviews conducted for SFY05. The EDW data shows a total of reviews for SFY05. The reviews missing from the monthly reported data are reviews entered after the monthly reports were run. Given the relatively small discrepancy and the fact that these reviews were more than likely spread over 13 offices for 12 months, the compliance percentages are not unduly affected.

The compliance rates of parents and children attending administrative case reviews are drawn from the monthly reports. However, some of the more detailed narrative including numbers of reviews with legal guardians comes from end of the year analysis using the EDW.

Definition of Terms

Parents Attending: In SFY05 this consisted of biological parents and legal guardians who were recorded as attending the administrative case review.

Children Attending: In SFY05 monthly reports this consisted of all children (ages 12 and older) who were recorded as attending the administrative case review.

Review Notice Compliance: For SFY05, this compliance was reflective of whether or not a review notice was present in the file for the pertinent meeting date in addition to whether the notice was sent in a timely manner. This item is calculated as compliant if sent with at least 10 calendar days between the letter date and the review date.

Case Plan Compliance: Compliance in this category means that there is a current, up-to-date case plan in the file or on Bridges that addresses the safety, well-being, permanency, need for out-of-home placement and court orders for children and/or parents.

Number of Placements: This is calculated by pulling the most recent removal date for each client, and then all paid and unpaid placements. By using the placement reference number, the number of actual placements since the child's most recent removal date can be determined rather than the number of placement service authorizations.

Length of Stay in Placement: This is calculated by pulling the most recent removal date for each client, and then all paid and unpaid placements. Take the total number of days in each eligible placement and add them up for a total length of stay this placement. I changed the way I calculated this from last year since data entry in Bridges surrounding home removal and return to home is not consistent.

Type of Placement: This is the type of placement each child was in either at the end of SFY05, or the last placement the child was in before exiting placement prior to the end of SFY05.

Location of Placement: The location of placement is whether the child's "last" placement (described above in type of placement) is in state or out-of-state. This was determined for those in paid placements by pulling the resource id and then getting the resource id's state address. For unpaid placements there is a field in the EDW table that has a code for which state the placement is in. There were a number of children whose placement could not be identified as in- or out-of-state and was identified as undetermined.

Residential Treatment Team Meetings: These meetings occur at the residential site at least every 6 months. Meetings can include the following topics: progress of child on treatment plan, goals for the child, permanency, behavioral issues, and educational issues. Meeting attendants can include DCYF or DJJS worker, child's clinician, family therapist, educational providers, residential case manager, and administrative case reviewer.

Definition of Service Types

Foster Home: Included General Foster Home, Specialized Foster Home, Therapeutic Foster Care Home, Therapeutic Foster Care Agency, Emergency Bed, Crisis Home Bed, Individual Service Option, Individualized Placement

Group Home: Included General Group Home, Intermediate Group Home, Intensive Group Home/Ed Facility, Residential Treatment Facility, Experiential Wilderness Facility, Shelter Care Facility

Relative Home: Included Relative Home

Institution: Included Inpatient Psychiatric, Rehabilitation Center Bed, Nursing Home Bed, Secure Detention Bed, Secure Treatment Bed

Independent Living: Included Independent Living Boarding Home

Exited Placement: Included all those children who have gone home within 6 months of the beginning of SFY05 and the case is still open during SFY05 and was eligible for review in SFY05.

Appendix B: Placement Table Definition of Terms

Placement Table (Table 2) Definition of Terms:

* Reflective of an unduplicated count of children/adolescents who resided in out-of-home care for six months or longer.

** Ages for this population as of end of State Fiscal Year

*** Type of Placement is a count of all placements that occurred during the last removal period of each child. This is a duplicated count determined by how many placements the child was in during their last removal. These placements are grouped by Placement Groups listed on the PLACEMENT GROUP CHART.

****"Other" includes such case types as Adoption, Guardianship and Independent Living Aftercare.

*****"Location of Placement" is based on the last placement the child was in at the end of the period.

Note: Please note that the "Case Type" numbers are unduplicated and are reflective of children that may have more than one case type.

Average/Median Length of Stay and Average/Median Number of Placements are both reflective of data from time in out-of-home care during the most recent removal from home date - the most current placement episode.

Placement Groups previously determined and listed on the PLACEMENT GROUP CHART

FC = Foster Family Care

GH = Group Home

TFC = Therapeutic Foster Care & ISO

RES = Residential

UNPD = Other

Appendix C: Administrative Case Review Data Elements Definitions for Bridges Screen

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
Placement Status				
1. Relatives Considered	Form 2272C	Yes-1st review only	Relatives include siblings, aunts, uncles, and grandparents. Step grandparents, step-aunts & uncles, and step-siblings can be considered but need to be approved by the foster care program.	At subsequent reviews, mark the box as NA. Assume Yes if you don't know in old cases where no one knows.
2. Siblings in Foster Care?	Form- 2240	Yes- All Reviews	siblings would include biological, half-siblings and step-siblings (step if appropriate)	Verify at each review; NA is an option
3a. Child Placed with Sibling?	Form- 2240	Yes- All Reviews	If there is a sibling in foster care as defined above in #2, is the sibling placed with the child being reviewed?	Verify at each review; <i>if the answer is no, the next field is mandatory.</i>
3b. Foster Care Resources Needed?		Yes- All Reviews	If the child is not placed with siblings, is it because there is a need for foster care resources that can keep the children placed together?	only answer if you answer no to previous question. If there are no siblings, this field will not be enabled if question #2 was answered correctly as NA or no.

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
4. Visits with siblings	Form- 2240	Yes- All Reviews	Does the child being reviewed visit with siblings out-of-home(defined in #2)?	Verify at each review. If the child visits with some and not with others, use your judgment as to whether you think it is an issue/finding that they are not visiting with the other siblings
5. Safe Placement	Form- 2240	Yes- All Reviews	Is the child safe in this out-of-home placement?	Verify at each review
6. Appropriate	Form- 2240	Yes- All Reviews	Does the out-of-home placement adequately meet the needs of child?	Verify at each review. If in shelter care for too long (over 90 days) or is in a more restrictive setting than necessary for an extended period of time while waiting for a less restrictive environment (for whatever reason), then it is not an appropriate placement
7. Least Restrictive Setting	Form- 2240	Yes- All Reviews	Is the child in a least restrictive out-of-home placement that adequately meets his/her needs?	Verify at each review. Would be a no if stuck in a more restrictive placement because there are no openings

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
8. Proximity to Family/School	Form- 2240	Yes- All Reviews	Is the child in an out-of-home placement that is in the closest possible proximity to family/school (home community) given least restrictive and appropriate needs?	Verify at each review
9. Cont. need for placement	Form- 2240	Yes- All Reviews	Have all aspects of the case plan been completed, satisfied and/or addressed?	Verify at each review. Would be NA for a co-guardian situation or in parent home
Judicial Determinations				
10. Contrary to welfare statement	Form 2274(a)	Yes 1st Review only	Is there signed evidence that a Judge has assessed whether it is unsafe to the welfare of the child to remain in the home?	Will fill for subsequent reviews
11. Reasonable efforts Statement (to prevent removal)	Form 2274(a)	Yes 1st Review only	Is there signed evidence that a Judge has assessed that all reasonable efforts have been made to prevent removal of the child from the home?	Will fill for subsequent reviews
12. Court Order Authorizing Removal	Court Order	Yes 1st Review only	Is there a signed court order on file authorizing the removal of the child from the home?	Will fill for subsequent reviews

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
13. Reasonable Efforts Statement (to achieve permanency)	Form 2274(b)	Yes- All Reviews	Is there signed evidence that a Judge has assessed that all reasonable efforts have been made to achieve permanency in the past 12 months?	
Case Planning (dealing with child unless noted as parent in definition section)				
14. Current Case Plan	Form 2240	Yes- All Reviews	a case plan that is updated at least annually and whenever there is a major change in the case such as change in permanency plan or a placement change	Document is to be done on NH Bridges screens; hard copy to be in case file
15. Medical authorization	Form	Yes- All Reviews	A signed medical authorization form that is updated at least annually or a court order specifying that the child can receive medical services.	Verify at each review, should be listed on the <i>Document Tracking Screen</i> in Bridges (from now forward)
16. Medical records in file	Medical records	Yes- All Reviews	Any records from doctors, dentists, psychological testing etc. that have taken place while the child has been in placement should be in the file.	H&P, immunization, Ed testing; a record can consist of mention of visit to doctor/dentist in monthly reports from group homes or residential placements

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentation	To be verified by Reviewers	Definition of terms	Comments
17. Ed. Code	Form 2240	Yes- All Reviews	The code given to a child when it is determined that he/she is in need of special education services. This code is a label that names what the child's special needs are.	Yes/No. Indicate no if under 3 and/or child is not coded
18. Current IEP in File	IEP	Yes- All Reviews	A signed Individualized Educational Plan that represents the current school year and presents the kinds of services the child should be receiving for his/her needs.	Mark the box NA if under 3 and child is not coded (if answer is no to previous question)
20. Behavioral Health	BH records	Yes- All Reviews	If the child is receiving behavioral health services, are there any behavioral health records on file ?	
21. DSM IV Code	BH records	Yes- All Reviews	If the child is receiving behavioral health services, is there evidence of a DSM IV code anywhere in the file?	Must be identified in diagnostic eval. Or could be in treatment plan. Documented code!
22. Appropriate Services for Child	Form 2240 or review	Yes- All Reviews	Is the child receiving behavioral health services that are appropriate for him/her?	use judgment, but it might be important to see some kind of documentation to know if it is appropriate and actually happening

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
23. Services for Parent	Form 2240	Yes- All Reviews	Is the parent receiving behavioral health services that are appropriate for him/her?	
24. Appropriateness of Services	Form 2240	Yes- All Reviews	Are the services appropriate for the provider (in relation to the child)?	Similar to previous question about services to child and provider.
25. Case Documentation	Form 2240/Bridges	Yes- All Reviews	Is there evidence of face-to-face contacts with the child in the case log notes for the past six months in accordance with policy for each kind of placement? FH-once monthly; residential ???; DJJS- ??	Info is in case plan and log notes at least on Bridges
26. (Placement) Provider Progress Reports	Case File	Yes- All Reviews	If child is in contracted specialized foster care services (ie. Casey and Lutheran) or residential placement, are there service provider progress reports in the case file?	If child is in Specialized FC or Residential placement; NA is for relative Foster care and general foster care or in parent home
Child's Needs (section has subsections)				
	<u>Safety Concerns</u>			
27. 1 Suicidal	Form 2240	Yes- All Reviews	Has the child had any suicidal thoughts or intents in the past 3 months?	Suicidal Thoughts or intents in past 3 months

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentation	To be verified by Reviewers	Definition of terms	Comments
27.2 Assaultive	Form 2240	Yes- All Reviews	Has the child shown increased aggressive and/or assaultive behavior in the past 3 months?	Increased Aggressive/ Assaultive behaviors in past 3 months
27.3 AODA	Form 2240/Assessment	Yes- All Reviews	Has the child shown increased alcohol/substance use in the past 3 months?	Increased Alcohol/Substance use in past 3 months
	<u>Behavioral Health Services</u>		<i>If each of the following services/assessments are needed, the answer is YES. If they are not needed or have already been done, answer NO.</i>	
28.1 Individual Assessment	Report from Provider	Yes- All Reviews	recommendations from a therapist for the child	Must be documented in file.
28.2 Developmental Assess.	Form 2240/Assessment	Yes- When child is in need	developmental assessment of the child (different from ED coding or psych assessment)	Report is in case file. This assessment is generally only done once or if something precipitates its need again, such as brain trauma or severe trauma of any kind
28.3 Psychological Eval.	Psych Report	Yes- When need is indicated	a mental health eval done by someone with a masters degree or higher	Eval must be in the case file if one has been done. A full-blown psych eval is generally only done once every three years or so.

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
28.4 Psychiatric Eval.	Psych Report	Yes- When need is indicated	The evaluation must be done by an MD, can include mental health and physical health and medicine eval.	Eval must be in the case file if one has been done. These evals can be ongoing.
28.5 AODA Eval.	AODA Report	Yes- When indicated	there should be an assessment done by someone licensed to do alcohol and other drug assessments on file	Eval must be in the case file if one has been done. These are generally one a year or so.
28.6 Outpatient Treatment	Form 2240	Yes- All Reviews	Is the child receiving individual or group therapy in the community? Both while placed in residential (group therapy in a group home) or foster care	Agency or therapist identified
28.7 Inpatient Treatment	Form 2240	Yes- All Reviews	Has the child received therapy in an inpatient program (a medical model) (such as state hospital, Anna Philbrook; not kids in regular residential programs) within the past 6 months?	Treatment within past 6 months
28.8 Other			Is the child receiving wrap-around support services such as living skills, parenting skills, safety plans, transportation aides etc	In the comments screen, indicate what "other" services the child is receiving.
	<u>Medical Services</u>			

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentation	To be verified by Reviewers	Definition of terms	Comments
29.1 Medical	Form , medical reports and History & Physical	Yes- All Reviews	Have they had a physical within the last 12 months (sports physical is ok)?	May need to check with nurse to verify recent History & Physical and Release of Info.
29.2 Dental	Form 2240	Yes- All Reviews	If the child is older than 3, has there been a visit to the dentist in the past 12 months?	May need to check with nurse to verify recent visit.
Transitional Services/Exiting FC in Next 12 months				
30. Transition Services/ Aging Out in the Next 12 Months	Form 2240	Yes- When child is over 16.	If the child is due to age out in the next 12 months (age 17 or (age 18 extended) for JJS and ages 18-21 for CPS), is there evidence that transition services have been initiated?	Referral to transition team, knowledge of transition plan, linkage with other agencies.
30.1 DD/Mentally Ill? Other Special Needs	Form 2240		Is the child any of the following: developmentally disabled or mentally ill or have other special needs (have an IEP)?	<u>If yes, must answer yes to one of the next two questions.</u>
30.2 Developmental Delay	Form 2240	Yes-All Reviews	Is the child developmentally disabled? (this would cover such things as mental retardation, physical disabilities, speech)	

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
30.3 Mentally Ill	Form 2240	Yes- All reviews	Does the child need to be referred to behavioral health services for a mental illness (DSMIV)?	
30.3 Medically Ill	Form 2240	Yes-All Reviews	Is the child seriously medically ill?	
Parent's Needs (section has subsections)				
	<u>Absent Parent</u>			
31 Absent Parent	Form 2240	Yes- All Reviews	Is there a parent who has not been identified and/or located? This also includes parents whose existence is known, but they haven't been located. And, in addition, those parents who are unknown.	
31.1 If yes, search completed?	Form 2240	Yes- All Reviews	If there is an absent parent, has there been a search conducted to find the parent?	
	<u>Behavioral Health Services</u>	<i>Be concerned with those things COURT ORDERED</i>	<i>If each of the following services/assessments are needed, the answer is YES. If they are not needed or have already been done, answer NO.</i>	<i>Look for within the past 6 months to a year.</i>

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
32.1 Individual Assessment	Report from Provider	Yes- When Court ordered	recommendations from a therapist for the parent	Report must be in file; Look for within the past 6 months to a year.
32.2 Family Assessment	Report from Provider	Yes- When Court ordered	a mental health eval. done of any variation of the family unit by someone with a masters degree or higher with purpose of possible family therapy	Report must be in file; Look for within the past 6 months to a year.
32.3 Parenting Assessment	Report from Provider	Yes- When Court ordered	an eval done by psychologist or professional on parent which assesses the person's ability to parent	Report must be in file; Look for within the past 6 months to a year.
32.4 Psychological Evaluation	Psych Report	Yes- When Court ordered	a mental health eval done by someone with a masters degree or higher	Report must be in file; Look for within the past 6 months to a year.
32.5 Psychiatric Evaluation	Psych Report	Yes- When Court ordered	The evaluation must be done by an MD, can include mental health and physical health and medicine eval.	Report must be in file; Look for within the past 6 months to a year.
32.6 AODA Evaluation	Report from Provider	Yes- When Court ordered	there should be an assessment done by someone licensed to do them on file	Report must be in file; Look for within the past 6 months to a year.
32.7 Outpatient Treatment	Form 2240	Yes- All Reviews	Is the parent receiving individual or group therapy in the community?	Look for within the past 6 months to a year.

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
32.8 Inpatient Treatment	Form 2240	Yes- All Reviews	Has the parent received therapy in an inpatient program (a medical model) (such as state hospital, Portsmouth Pavillion or Brattleboro Retreat) within the past 6 months?	In past six months
	<u>Lack of Case Progress</u>			
33.1 Incarceration	Form 2240	Yes- All Reviews	Is or was either parent incarcerated in the past six months?	If incarcerated at time of the review, finding is yes.
33.2 Alcohol/Substance Abuse	Form 2240	Yes- All Reviews	Is or was the parent abusing alcohol or other substances in the past six months?	Look for within the past 6 months to a year.
33.3 Mental Illness	Form 2240	Yes- All reviews	Is a parent's mental illness impeding the progress of the case?	Look for within the past 6 months to a year.
33.4 Developmental Disability	From 2240	Yes- All reviews	Is a parent's developmental disability impeding the progress of the case? One way to know if they have a developmental disability is that the parent would have SSI or perhaps workman's comp if they have a disability.	Look for within the past 6 months to a year.

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
33.5 Medical Disability	Form 2240	Yes- All reviews	Is a parent's medical disability (such as serious medical situations and are in hospital for an extended stay or are in rehabilitation) impeding the progress of the case?	Look for within the past 6 months to a year.
33.7 Non-Compliant with Court Orders	Court Report	Yes- All Reviews	Is the parent not complying with court orders from the child's case? (adjudication, not other unrelated to child orders)	Look for within the past 6 months to a year.
33.8 Other		Yes- All Reviews	Is there anything else outstanding impeding the progress of the case? You need to put in the comment screen whatever this other would be.	Look for within the past 6 months to a year.
Independent Living				
34. IL Services Needed?	Form 2240	Yes- All Reviews	If the child is 16 or older, are independent living services needed?	Mark the box NA for youth under 16
35. IL Services Received?	Form 2240	Yes- All Reviews	If the child is 16 or older, have independent living services been received?	Mark the box NA for youth under 16

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
36.1 Needs Assessment for IL	Form 2290	Yes- All Reviews when child is age 16+	If the child is 16 or older, has a completed form for Needs Assessment for Independent Services been placed in the file?	Form must be in file or mark the box NA for youth under 16
36.2 IL Skill Assessment	Form 2292	Yes- All Reviews when child is age 16+	If the child is 16 or older, has a completed form for Independent Living Skills Assessment been put in the file?	Form must be in file or mark the box NA for youth under 16
36.3 Aftercare Plan	Form 2291, page 3	Yes- All Reviews when child is age 17+	If the child is 17 or older, has a completed aftercare plan been put in the file?	Form must be in file or mark the box NA for youth under 16
36.4 Adult Living Prep. Plan	Form 2291	Yes- All Reviews when child is age 17+	If the child is 17 and older, is there a completed adult living preparation plan in the file?	Form must be in file or mark the box NA for youth under 17
36.5 ILP Transition Face Sheet		Yes- All Reviews when child is age 17+	If the child is 17 and older, is there a completed ILP Transition Face sheet in the file?	Mark the box NA for youth under 16

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
Permanency Planning				
37. Permanency Hearing following Adjudication (dispositional hearings)	Court Order	Yes- All Reviews following 12 months in adjudication	If the child has been in care for 12 months following the adjudication, has there been a hearing within the past calendar year?	
38. Court Order for (Permanency) Hearing (Following Adjudication) (dispositional)	Court Order	Yes- All reviews	Is there a court order on file for the review hearing within the past 1 months?	This is a review hearing
39. Date of Adjudicatory Hearing			Enter the date of the adjudicatory hearing (in the future, if already pre-filled, you do not need to reenter it)	Will fill for subsequent reviews once entered.
40. Child in Care 12/22 months	Form 2240	Yes- at Second Review	Has the child been in care, 12 out of the 22 months following adjudication?	
41. If yes, TPR Petition Filed?	Form 2240	Yes- at Second Review	If the child has been in care 12 out of the past 22 months, has a TPR petition been filed?	If response is yes then a date area will become enabled.

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
41.1 Date			Enter the date the TPR petition was filed; can be found on the petition	Will fill for subsequent reviews once entered.
42. If no, TPR Petition to be filed	Form 2240		If child has not been in care 12 out of the past 22 months, will a TPR petition be filed?	If response is yes then a date area will become enabled.
42.1 Date			If a TPR petition is to be filed, please enter the date that it is to be filed	Will fill for subsequent reviews once entered.
43 If no Compelling Reason?	Form 2240	Yes- at Second Review	If a TPR petition is not to be filed, is there a compelling reason documented why it won't be filed?	
44. Relative Placement			Is the compelling reason that it is a relative placement?	change to Yes if this is a compelling reason
45. Not in Child's Best Interest			Is the compelling reason that it is not in the child's best interest?	change to Yes if this is a compelling reason
46. No DCYF Services Provided			Is the compelling reason that no DCYF services were provided?	change to Yes if this is a compelling reason
47. Other Reason			Is the compelling reason that it is another reason? If so, please indicate the other reason on the comment screen.	change to Yes if this is a compelling reason

Administrative Case Review Data Element Definitions for BRIDGES Screen				
IV-E Elements	Sources of Documentat ion	To be verified by Reviewers	Definition of terms	Comments
48. Case Plan Permanency Goal			not to be filled out/read only	prepopulated and read only
49. Concurrent Permanency Goal Needed			Is there a concurrent permanency goal?	yes/no
50. Ad Review Permanency Goal			Enter your recommended permanency goal (can be the same as the one in case plan or can be a different one discussed at Ad Review meeting)	drop down with one of the following: maintain in own home, return home, adoption, legal guardianship, permanent relative placement, planned permanent living arrangement)
51. Projected date to achieve Permanency	Form 2240	Yes- All reviews	Indicate the date for permanency to be achieved. Use your best educated guess based on the knowledge you have of the case in consultation with the caseworker ... or use the next 6 month's review date	Date to be linked from caseplan
50. Progress Toward Permanency	Form 2240	Yes- All reviews	Is the case progressing well toward permanency? Yes, is for cases progressing and not stuck or not moving along. No is for cases that are not progressing at all or are stuck.	If case plan is not progressing a referral to the Permanency Planning team will need to be made.

**Administrative IV-E Case Review Program
Satisfaction Survey Report
October 2003 – February 2005**

Overview

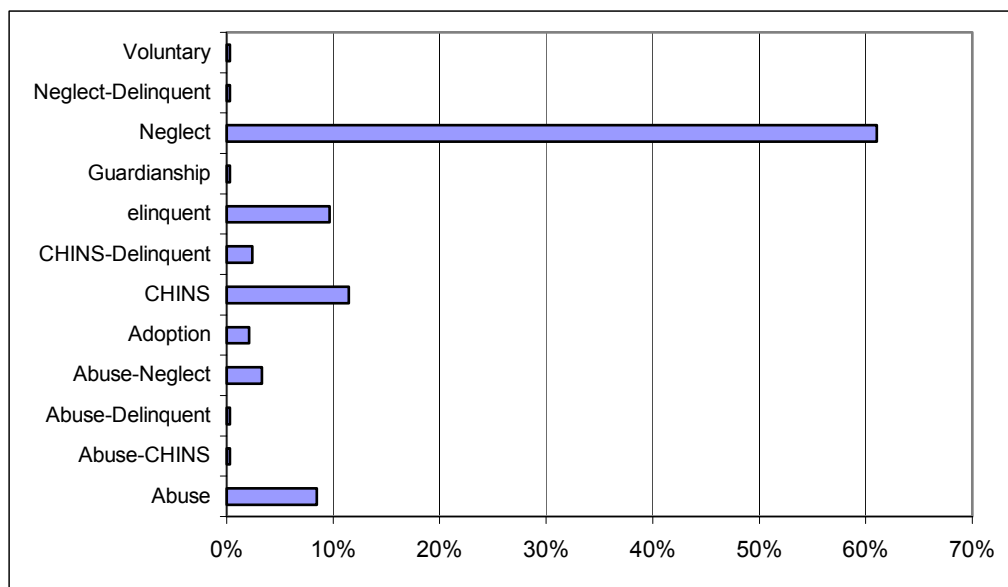
To ensure that the case planning is occurring and meeting quality standard an ACR Satisfaction Survey has been created and utilized. The survey tool utilized for the surveys that are being reported on can be viewed on Appendix A. Over the SFY05 Q3 a revision of this survey was initiated this revised survey is available in Appendix B. The use of this survey will be initiated at the beginning of SFY06 Q2 (September 05).

During the time frame of October '03-February '05 a total of 331 surveys were completed at review meetings. The analysis of this survey reporting period will be presented in its entirety for this Quarterly Report (Q1-Q3 FY05). The focus on the entire survey period will provide a review of the survey data that has been completed. This larger sample will offer a better idea of participant response and effectiveness of the survey.

Currently, the Administrative Case Reviewers strive to administer the Satisfaction Survey at 20% of the review meetings. The Reviewers attempt to stratify the sample based on district office, division and worker, however they may adjust the sample to survey reviews with some parent/child/collateral participation. Although the percent of reviews surveyed has averaged 11% for the period from October 2004 (Q2 FY04) through January 2005 (Q2 FY05), the range has varied from 16% in Q3 and Q4 of Fiscal Year 04 to a low of 5% during Q2 of FY05.

The sampling of case types making up the satisfaction surveys for the reporting period is shown in Figure 1. The sampling was highly consistent with the larger distribution of case types for all reviews conducted in FY04 except for a slight over sampling of CHINS cases and understatement of Delinquency cases.

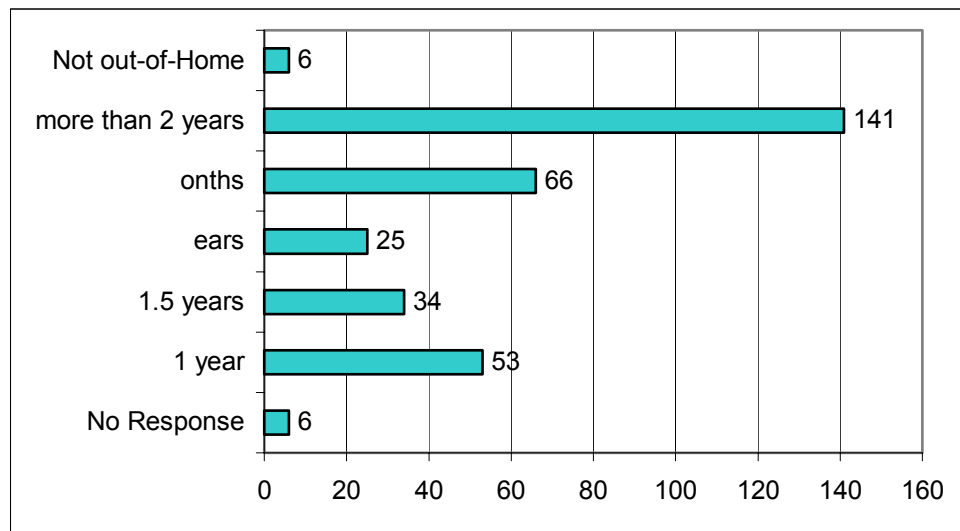
Figure 1: Case Types Sampled



The participants surveyed at reviews included the reviewer, CPSW/JPPPO, parents, children and collaterals. There was in general a high level of consistency in answers to factual (non opinion) questions such as 'How long has the child been out of the home?' and 'What kind of case is the child involved in?' Figure 2 shows the workers' responses to the question of how long the child has been out of the house. When parents' responses to this question were compared to that of reviewers and workers, on a case-by-case basis, there were only eight cases out of the 117 parent completed surveys in which the parent did not agree with either the worker or reviewer. In addition, two of these 8 were a misinterpretation of the question on the part of

the parents. For example, the reviewer and worker answered that the child was ‘Not-out-of-Home’ whereas the parents responded with a time frame (1 year) most likely indicating the length of time the case was open.

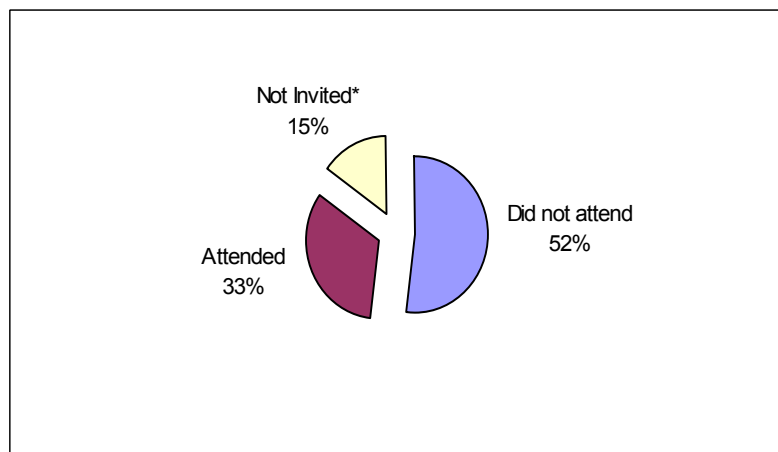
Figure 2: CPSW/JPP0 Response to ‘How Long Child Has Been Out of Home’



Survey Participation

Of the 331 reviews surveyed, 33% had parents attending, at 52% parents did not attend and at 15% parents were not eligible to attend (See Figure 3). More than one parent attended eight of the reviews. The 15% comprising parents not invited include those with a TPR in place, deceased parents and those whose whereabouts are unknown. At surveyed reviews at which a parent was eligible to attend, 41% had at least one parent present.

Figure 3: Parent Attendance at Surveyed Reviews



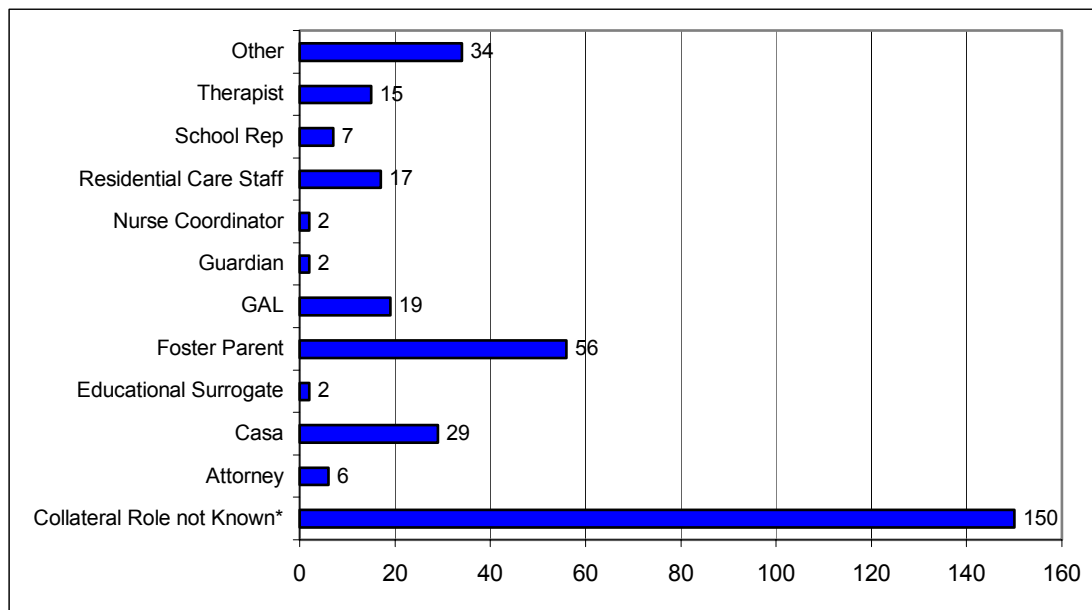
*Not Invited indicates the group of parents that should not have been invited to the ACR meeting.

The breakdown of children who attended the ACR meeting when surveys were administered is 36. A child must be twelve years of age or older to attend the review. Of the 36 children who attended the surveyed reviews, 21 completed the satisfaction survey.

‘Collaterals’ are one of the most important groups surveyed at the review meetings because of their diversity of roles. The group includes foster parents, CASA staff, Guardians Ad litum, therapists and numerous other professionals (see Figure 5). Indeed, the term ‘collateral’ –accompanying as secondary or subordinate- is a misnomer, as these individuals possess insight and information essential to the child’s welfare and progress.

Of the 331 surveyed reviews, 77% of the collaterals that were invited to the review meeting attended. There are 150 of the group who completed survey and whose role is unknown. In future analyses of the satisfaction surveys, the responses of this group will be more thoroughly evaluated by their respective affiliations. Only nine collaterals attending the reviews failed to complete the satisfaction survey: the roles of 6 were unknown, two were attorneys and one was a therapist. Confidentiality issues were likely the explanation for these non-responses.

Figure 5: Role of collateral respondents



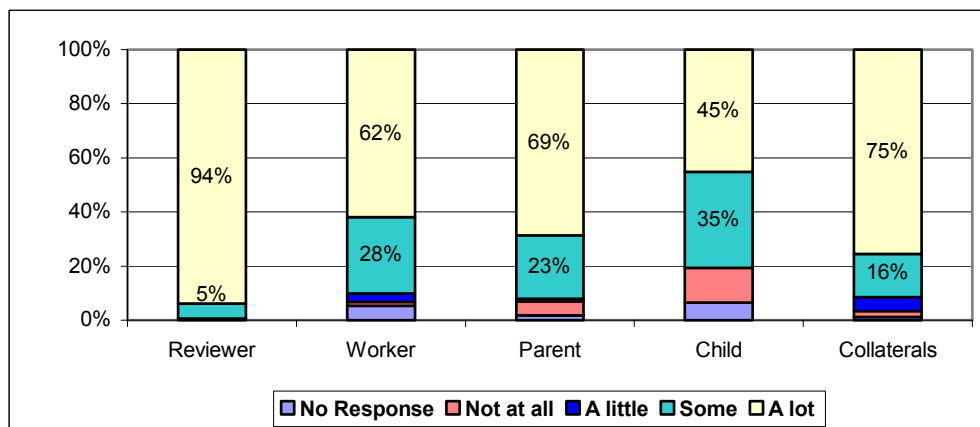
Case Plan Related Survey Questions

JPPPO and CPSW workers were asked if they provided access to the Case Plan for the child and other participants in the review. The other participants were asked, in the same question (Figure 6), whether they had access to the Case Plan and did they understand the Case Plan and/or had it been explained to them.

The responses to this question were overwhelmingly positive with ‘A lot’ or ‘Some’ being the most frequent opinions. Not surprisingly the Client group answered least favorably, but even in this group eighty percent were favorable. Thirteen percent of the children felt they did not have access to the case plan or have it explained to them. Of the collateral group, 7% responded ‘A little’ or ‘Not at all.’

Throughout the survey there is more variation in the collateral groups’ responses. While this might be expected their contribution should be valued and respected for its significant ‘added value’ potential.

Figure 6: Did you have access to the Case Plan and understand it?



Asked if others participating in the review were involved in creating the Case Plan for the Child (Figure 7), the CPSW/JPPPO workers responded affirmatively on 71% of the surveys. Eighty-one percent of the parents felt they were involved ‘A lot’ or ‘Some’ in creating the case plan, while 64% of the children responding felt they were included in the process. Sixty-six percent of the collaterals reported being involved in case planning, however another 20% described their participation as ‘Not at all’. The majority of the collaterals in this category did not have a title or role listed but the others were identified as foster parents, other collaterals, therapists, CASAs and GALs (Figure 8). Collateral role was added in the second version of the survey and is currently being collected on all surveys.

Figure 7: Participation in Case Planning process.

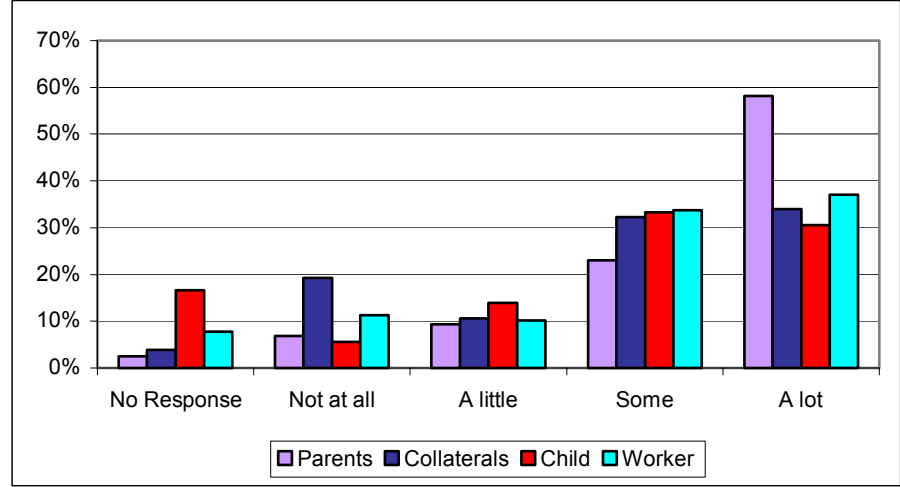
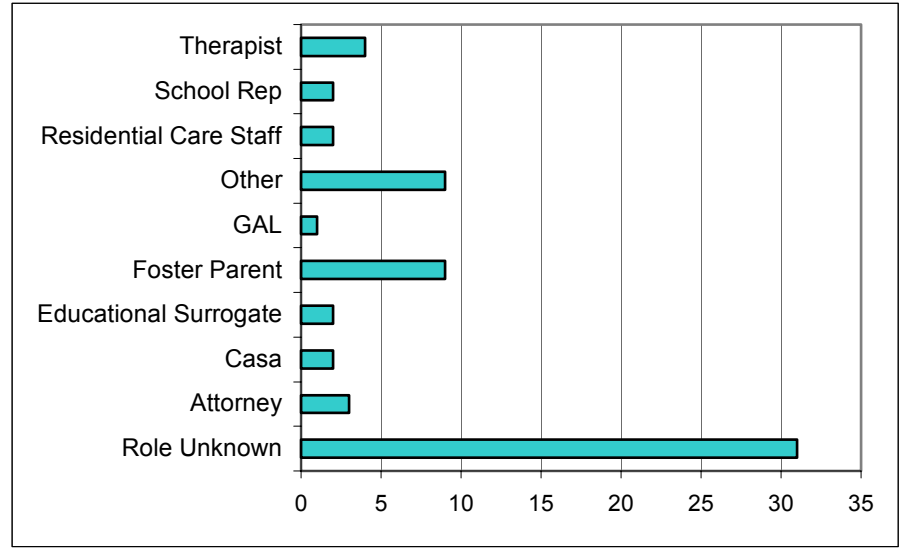
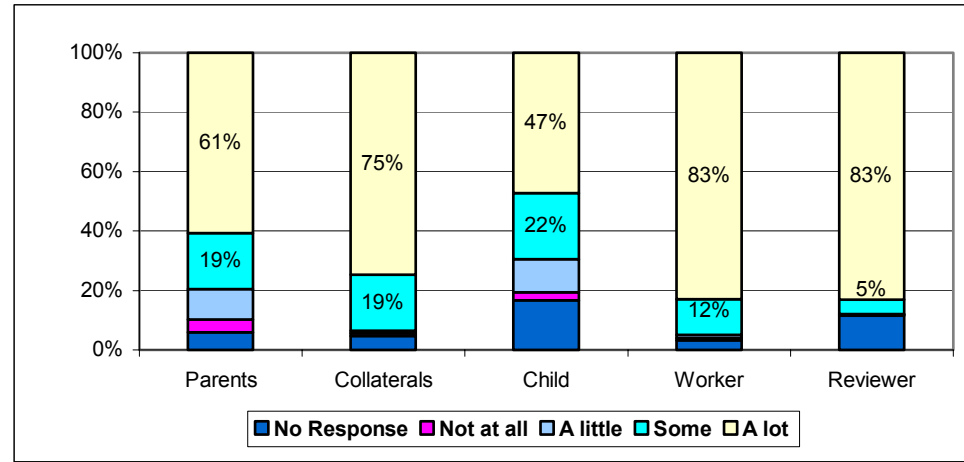


Figure 8: Role of collaterals who reported no participation in Case Planning



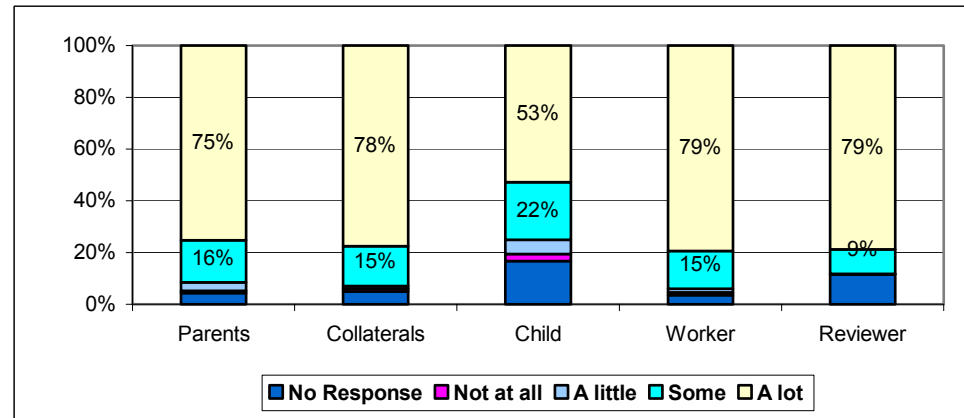
Participants were asked if they agree with the case plan and whether it met identified needs. As Figure 9 indicates, all participant groups at the review agreed with the Case Plan ‘A Lot’ and only 5 parents, 3 collaterals, 1 child and 2 workers answered ‘Not at all’. On a case-by-case basis, those who answered ‘Not at all’ in Figure 9 did not necessarily answer similarly to other questions relating to the case planning process.

Figure 9: Do you agree with Case Plan for the child and does it meet identified needs?



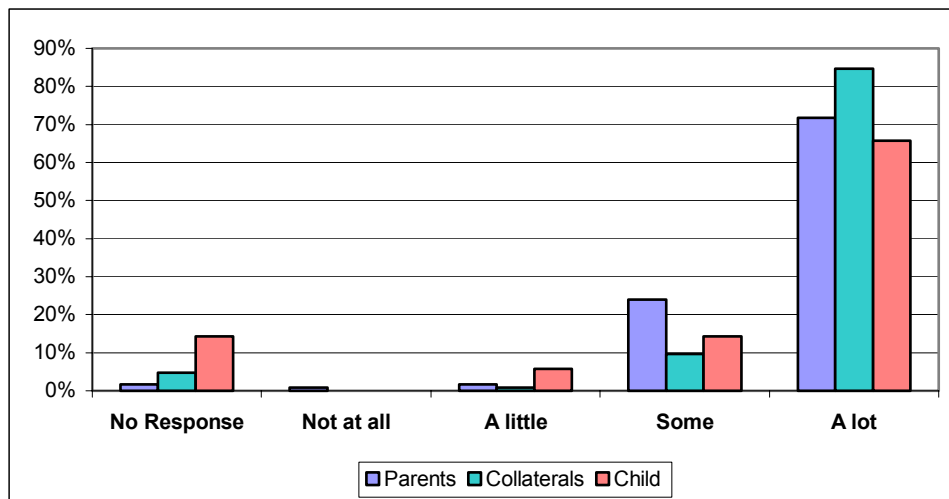
Most attendees agreed that the child’s progress on Case Plan goals had been adequately discussed (Figure 10). Over 75% in each group except ‘Child’ answered ‘A lot’ to this question and the Child group was almost 50% ‘A lot’. Three workers and three collaterals answered ‘Not at all’ while only 1 parent and 1 child so responded.

Figure 10: Was Child’s progress on Case Plan goals adequately discussed?



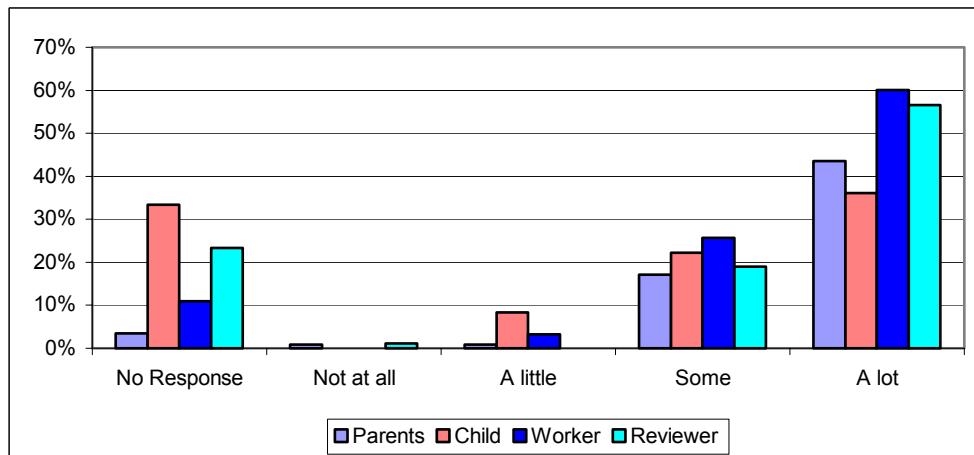
The parents, collaterals and children strongly agreed with statements made about the Child’s progress (Figure 11).

Figure 11: Do you agree with what others have said about the child's progress?

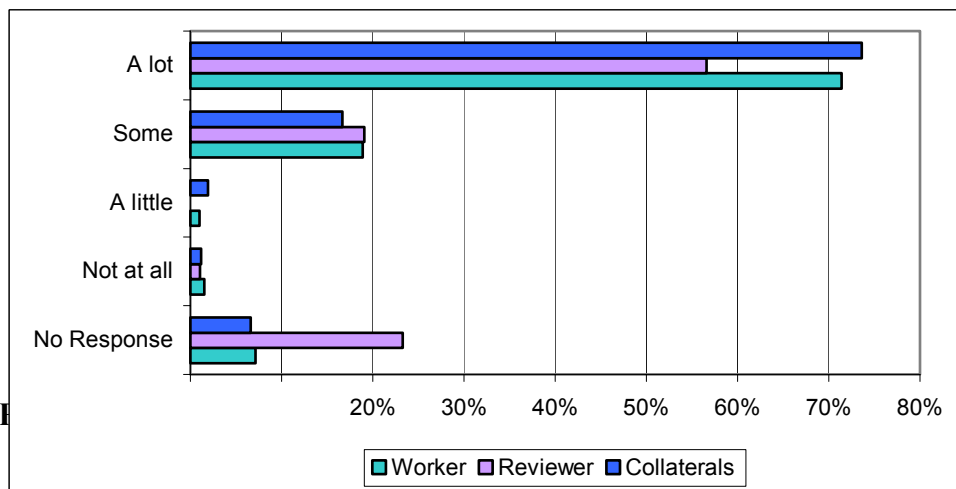


Most participants felt they understood 'A lot' or 'Some' why changes to the Case Plan were being made (Figure 12).

Figure 12: If changes are being made to the Case Plan, do you understand why?

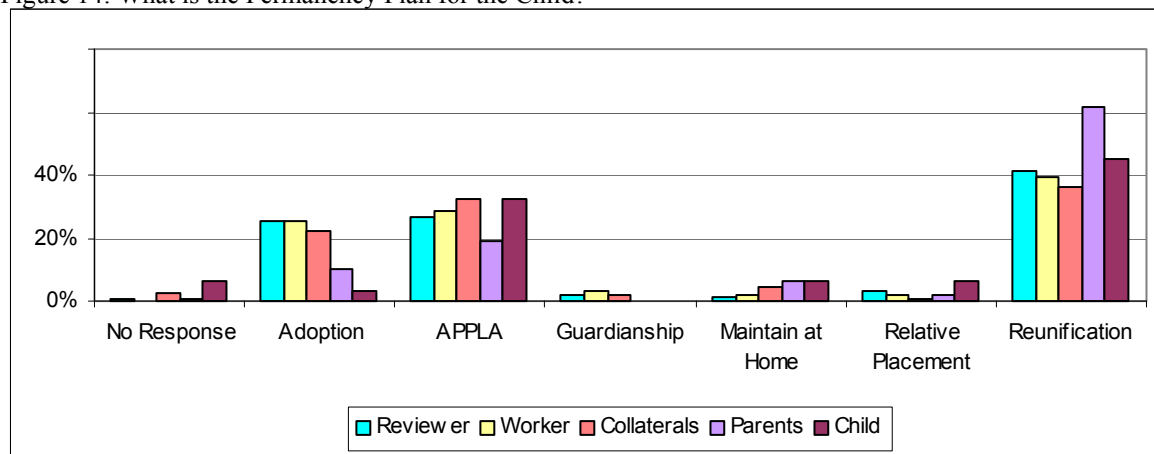


The workers, reviewer and collaterals were in agreement that suggested changes or options for the child's Case Plan were appropriate and based on updated assessments Figure 13).



In the area of Permanency Plan options (Figure 14), parents and children overwhelmingly chose ‘Reunification’ (62% of parents and 45% of children). This was the most frequent choice for workers, reviewers and collaterals as well. It is interesting that 32% of the 31 children completing the survey chose ‘Another Planned Permanent Living Arrangement’ (APPLA) as second most frequent option and only 1 child (3%) chose ‘Adoption’ where 19% of the parents chose APPLA and 10% chose Adoption. The reviewers, workers and collaterals saw APPLA as the second most frequent choice and with Adoption close behind in third place. Of the parents who chose Adoption, all of their children’s case types were Neglect and only 1 of these parents saw Reunification as a Concurrent Plan option. None of these children attended the review (6 were under twelve, 3 were over 12 and for 3 the age was not recorded).

Figure 14: What is the Permanency Plan for the Child?

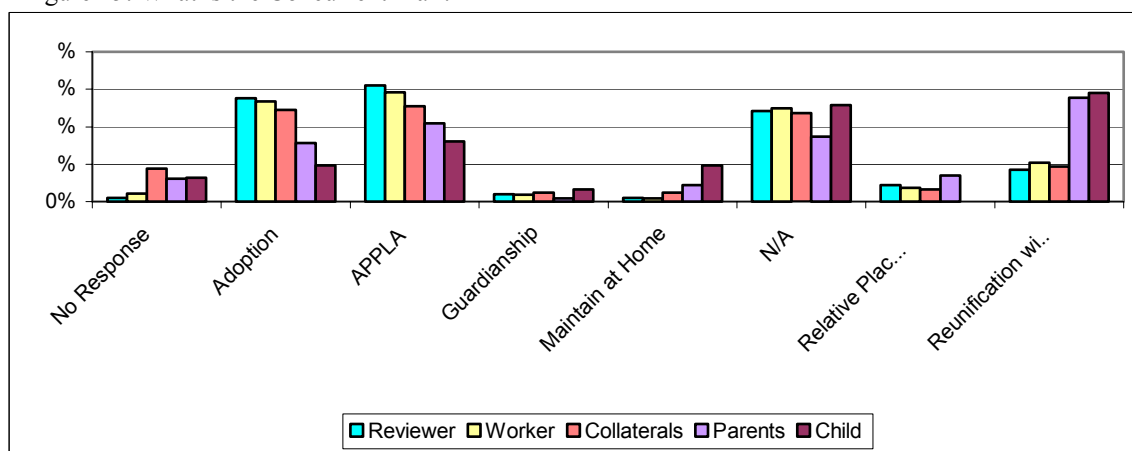


Reviewed on a case-by-case basis, there were 15 instances out of the 115 surveys completed by parents, in which the parents disagreed with either the worker or reviewer or both on the Permanency Plan option. Exclusive of these 15 cases, there were 7 other cases in which the Permanency Plan option differed between the reviewer and the worker.

In eight of the 15 cases where the worker and parent disagreed, the worker chose Reunification as Permanency Plan goal and the parent chose a ‘less favorable’ outcome such as Adoption, APPLA or Permanent Placement with other Relative. Seven of these instances were neglect cases and one was CHINS. In 6 of the remaining disputed cases, five parents elected a ‘more favorable’ outcome such as Maintain at Home or Reunification.

If the Permanency Plan could not be achieved within 12 months, the parents and children strongly favored Reunification as the Concurrent Plan (Figure 15). The reviewers, CPSW/JPPPO workers, and collaterals favored APPLA and Adoption, which were the second and third place options for parents and children. Ten percent, or 3 of the children responding, chose Adoption as a Concurrent Plan.

Figure 15: What is the Concurrent Plan?



At least 80% of each category of survey participant felt that they were both able to give ‘A lot’ or ‘some’ input on the permanency plan (Figure 16) and that they agreed with the plan (Figure 17). However, except for parents, a higher proportion of respondents agreed ‘A lot’ with the permanency plan than those who felt they had ‘A lot’ of input on the plan. About 25% of the parents felt they had ‘some’ input on the plan and agreed with the plan and about 60% felt they had ‘A lot’ of input on and agreed with the plan. For collaterals, only 53% felt that they had ‘A lot’ of input to the permanency plan whereas 78% felt that they agreed ‘A lot’ with the plan.

Twenty-four collaterals answered ‘Not at all’ as to their input on the permanency plan, while 18 of these collaterals noted that they agreed ‘A lot’ with the plan. Four of these 24 stated that they had little input and did not agree with the permanency plan. One of the 4 was a Residential Case Manager and the role of the other 3 was not stated. Collaterals’ input on the permanency plan and other aspects of case planning will be analyzed more effectively in future surveys where the collateral roles are noted on the survey response.

Figure 16: Were you able to give input on the Permanency Plan?

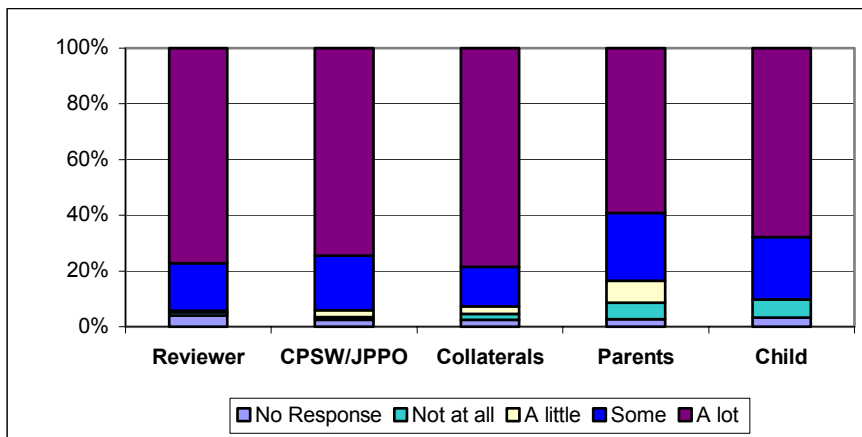
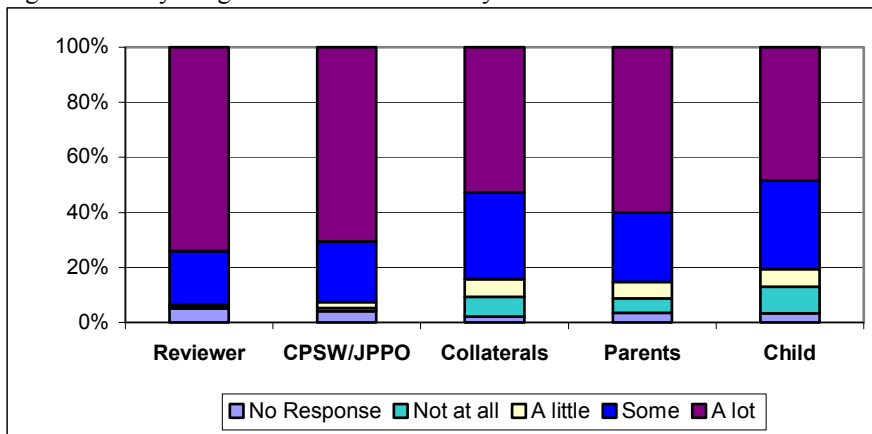


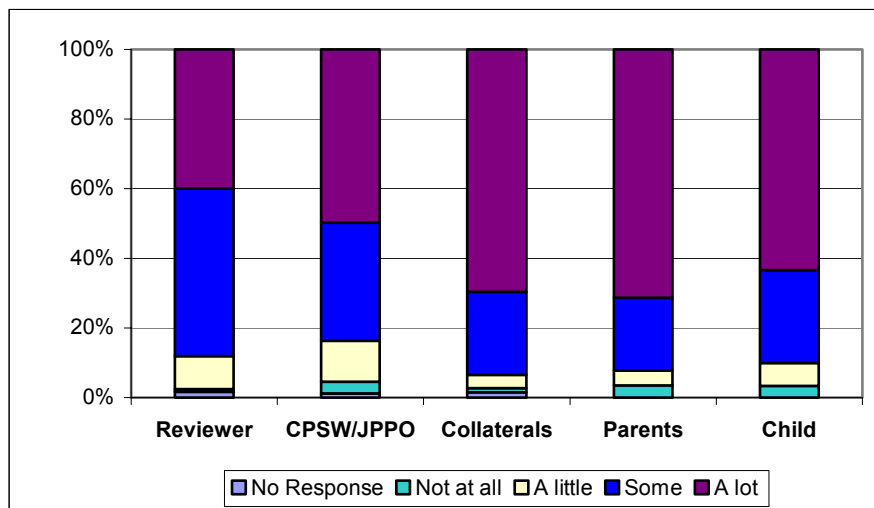
Figure 17: Do you agree with the Permanency Plan?



Overall Satisfaction with Meeting

When the respondents were asked if they felt the meeting was helpful in planning for the subject child's next six months, over 90% of the parents, children and collateral groups agreed that it was with the majority replying 'A lot' rather than 'some' (Figure 18). A smaller proportion of reviewers and workers chose 'A lot' over 'some' and 10% of reviewers and 12% of workers thought that the meeting helped 'A little' in planning the child's next six months. On a case-by-case basis, there were only a few children for whom the worker and reviewer both responded 'A little' on this question.

Figure 18: Was the meeting helpful in planning for the child's next six months?



Parents and children were asked if other participants listened to them when they had things to say at the meeting and whether their requests were discussed. The percent responding 'Yes' to this question are shown below for parents (Figure 19) and for children (Figure 20).

Over 90% of the parents responding felt the reviewer and worker listened to them and discussed their requests and 83% felt other professionals did the same. The favorable percent was lower for other professionals because collaterals were not present at some of these reviews and the parents left this question blank.

The percentage of children responding 'Yes' was very high for the reviewer (100%) and the worker (97%) and somewhat lower for the parents and collaterals (77% each). This was due mostly to parents and other professionals not attending the review and the child not entering a response to this question. There were two cases where the children felt that their parents did not listen to them or discuss their requests. However, in each of these cases the parents did not attend the meeting. In another case where the child felt a professional did not listen to them that person was a foster parent who did attend the meeting.

Figures 19 and 20 indicate the rate at which the parent and the child responded positively to the question; Did others listen to you and discuss your requests at the meeting?

Figure 19: Parent's Response – Percent Responding 'Yes'

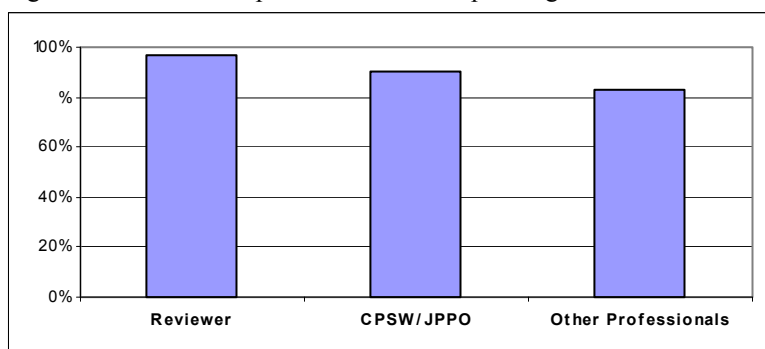
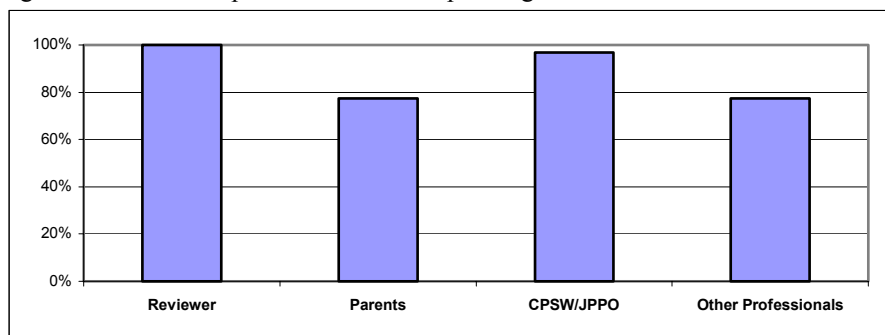


Figure 20: Child's response – Percent Responding 'Yes'



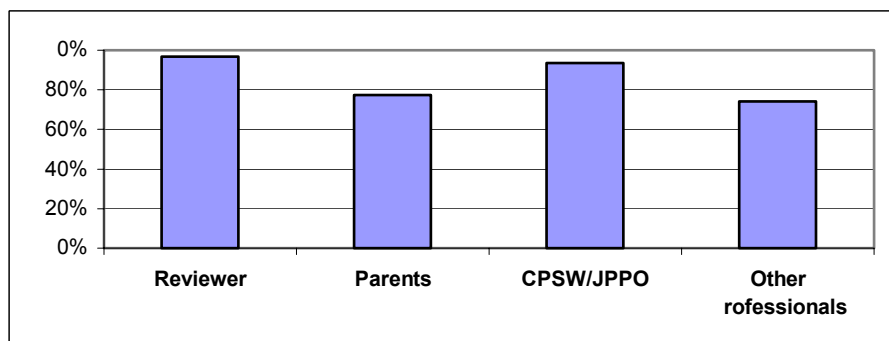
Parents were asked if they and their child were understood by the reviewer, CPSW or JPPPO, and other professionals (Figure 21). They answered 'Yes' for reviewer (91%), worker (86%) and other professionals (75%). There were fewer non-responses for the reviewer and worker because they are required to attend the meetings while the other professionals are not always present. There were 4, 6 and 8 'No' responses to this question, respectively, for reviewer, worker and other professionals. The four parents who responded 'No' for reviewer also did so for the worker and collaterals, but 3 of the 4 parents answered 'Yes' to the previous query as to whether they were listened to and had their requests discussed at the meeting. Another reason that there are more 'No' responses for other professionals is that more than one collateral frequently attends the review so that there is a higher probability of a 'No' answer than for the worker or reviewer. It cannot be discerned from the survey if the 'No' is directed at one or all of the collaterals.

Figure 21: Did parent and child feel understood by reviewer, worker, other professionals?
Percent Responding 'Yes'



The children responding to the survey were very positive when asked if they felt understood by the meeting participants during the ACR meeting (Figure 22). More children (five or six) who completed the survey did not respond to this question when it concerned parents and collaterals than those (1 and 2) who did not answer for the reviewer or worker.

Figure 22: Did child feel understood by reviewer, worker and other professionals?
Percent Responding 'Yes'



Appendix A: Easter Seals Administrative Case Review

PARENT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this meeting. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. **Please put a checkmark (✓) next to your answer to each question.**

1. What kind of case is your child involved in? (Check all that apply.)
☐ Child Protection - Abuse ☐ Child Protection - Neglect
☐ Juvenile Justice - CHINS ☐ Juvenile Justice – Delinquent
2. How long has your child been placed outside of your home?
☐ Not Out-of-Home ☐ 6 months ☐ 1 year ☐ 1.5 years ☐ 2 years ☐ more than 2 years
3. Have you been provided a copy of the Case Plan for your child and has it been explained to you?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Were you invited to help create the Case Plan for your child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. Do you agree with the Case Plan for your child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
6. During this meeting did you talk about how well your child is doing to achieve the goals included in the Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you agree with what others in the meeting said about your child's progress?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. If any changes are being suggested to your child's Case Plan do you understand why they are being made?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
9. Do you agree with these changes (if any) suggested for your child's Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
10. What is the Permanency Plan for your child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
11. If the Permanency Plan for your child cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
12. Were you invited to help create the Permanency Plan for your child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
13. Do you agree with this Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
14. When you had things to say during this meeting did others listen to you and discuss your requests:
--The Reviewer? ☐ Yes ☐ No
--CPSW or JPPO? ☐ Yes ☐ No
--Other professionals? ☐ Yes ☐ No
15. Did you feel you and your child were understood by:
--The Reviewer? ☐ Yes ☐ No
--CPSW or JPPO? ☐ Yes ☐ No
--Other professionals? ☐ Yes ☐ No
16. Do you feel that this meeting was helpful in planning for your child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot

Easter Seals Administrative Case Review

CHILD/CLIENT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this meeting. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

1. What kind of case are you involved in? (Check all that are appropriate.)
☐ Child Protection - Abuse ☐ Child Protection - Neglect
☐ Juvenile Justice - CHINS ☐ Juvenile Justice - Delinquent
2. How long have you been placed outside of your home?
☐ Not Out-of-Home ☐ 6 months ☐ 1 year ☐ 1.5 years ☐ 2 years ☐ more than 2 years
3. Have you been provided a copy of your Case Plan and has it been explained to you?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Were you invited to help create your case plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. Do you agree with your Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
6. During this meeting did you talk about how well you are doing to achieve the goals included in your Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you agree with what others in the meeting said about your progress?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
8. If any changes are being suggested to your Case Plan do you understand why they are being made?
☐ Not at all ☐ A little ☐ Some ☐ A lot
9. Do you agree with these changes (if any) suggested for your Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
10. What is your Permanency Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
11. If your Permanency Plan cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
12. Were you involved in creating your Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
13. Do you agree with your Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
14. When you had things to say during the meeting did others listen to you and discuss your requests?
 --The Reviewer? ☐ Yes ☐ No
 --Your Parent(s)? ☐ Yes ☐ No
 --CPSW or JPPO? ☐ Yes ☐ No
 --Other professionals? ☐ Yes ☐ No
15. Did you feel you were understood by:
 --The Reviewer? ☐ Yes ☐ No
 --Your Parent(s)? ☐ Yes ☐ No
 --CPSW or JPPO? ☐ Yes ☐ No
 --Other professionals? ☐ Yes ☐ No
16. Do you feel that this meeting was helpful in planning for your needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot

Easter Seals Administrative Case Review CPSW / JPPO SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this meeting. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. **Please put a checkmark (✓) next to your answer to each question.**

What is your position? ☐ CPSW ☐ JPPO ☐ Permanency Worker ☐ Adolescent Worker ☐ Supervisor

1. What kind of case is this child involved in? (Check all that are appropriate.)
☐ Child Protection - Abuse ☐ Child Protection - Neglect
☐ Juvenile Justice - CHINS ☐ Juvenile Justice - Delinquent
2. How long has the child been placed outside of his/her home?
☐ Not Out-of-Home ☐ 6 months ☐ 1 year ☐ 1.5 years ☐ 2 years ☐ more than 2 years
3. Have you provided access to the Case Plan for the child to other participants in this review?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Were others participating in this review involved in creating the Case Plan for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. Do you agree that the Case Plan for the child meets the identified needs?
☐ Not at all ☐ A little ☐ Some ☐ A lot
6. Was the child's progress on Case Plan goals adequately discussed?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you agree that suggested changes/alternative options (if any) for the child's Case Plan are appropriate and based on up-dated assessments?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
8. Was substantial agreement with these suggested changes (if any) to the Case Plan able to be achieved?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
9. What is the Permanency Plan for the subject child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
10. If the Permanency Plan for the child cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
11. Were all participants able to give input on the Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
12. Was substantial agreement with this Permanency Plan able to be achieved?
☐ Not at all ☐ A little ☐ Some ☐ A lot
13. Did you feel that you were heard and respected at this meeting by:
 --The Reviewer? ☐ Yes ☐ No ☐ N/A
 --The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
 --Other professionals? ☐ Yes ☐ No ☐ N/A
14. Did you feel the child's issues and plan were understood by:
 --The Reviewer? ☐ Yes ☐ No ☐ N/A
 --The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
 --Other professionals? ☐ Yes ☐ No ☐ N/A
15. Do you feel that this meeting was helpful in planning for the subject child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot

Easter Seals Administrative Case Review

COLLATERAL PARTICIPANT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this meeting. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

What is your role/position at this review? ☐ Casa ☐ GAL ☐ Foster Parent ☐ Therapist ☐ School Rep ☐ Residential Care Staff
☐ Guardian ☐ Nurse Coordinator ☐ Attorney ☐ Educational Surrogate ☐ Other: Please specify _____

1. What kind of case is this child involved in? (Check all that are appropriate.)
☐ Child Protection - Abuse ☐ Child Protection - Neglect
☐ Juvenile Justice - CHINS ☐ Juvenile Justice - Delinquent
2. How long has the child been placed outside of his/her home?
☐ Not Out-of-Home ☐ 6 months ☐ 1 year ☐ 1.5 years ☐ 2 years ☐ more than 2 years
3. Have you had access to and do you understand the Case Plan for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Were you involved in the case planning process for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. Do you agree that the Case Plan for the child meets the identified needs?
☐ Not at all ☐ A little ☐ Some ☐ A lot
6. Was the child's progress on Case Plan goals adequately discussed?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you agree with statements made about the child's progress?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. Do you agree that suggested changes/alternative options (if any) for the child's Case Plan are appropriate and based on up-dated assessments?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
9. What is the Permanency Plan for the child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
10. If the Permanency Plan for the child cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
11. Were you able to give input on the Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
12. Do you agree with this Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
13. Did you feel that you were heard and respected at this meeting by:
--The Reviewer? ☐ Yes ☐ No
--The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
--CPSW or JPPO? ☐ Yes ☐ No
--Other professionals? ☐ Yes ☐ No ☐ N/A
14. Did you feel the child's issues and plan were understood by:
--The Reviewer? ☐ Yes ☐ No
--CPSW or JPPO? ☐ Yes ☐ No
--Other professionals? ☐ Yes ☐ No ☐ N/A
15. Do you feel that this meeting was helpful in planning for the subject child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot

Easter Seals Administrative Case Review

REVIEWER SURVEY

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1. What kind of case is this child involved in? (Check all that are appropriate.)
☐ Child Protection - Abuse ☐ Child Protection - Neglect
☐ Juvenile Justice - CHINS ☐ Juvenile Justice - Delinquent
2. How long has the child been placed outside of his/her home?
☐ Not Out-of-Home ☐ 6 months ☐ 1 year ☐ 1.5 years ☐ 2 years ☐ more than 2 years
3. Have you had access to and do you understand the Case Plan for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Do you agree that the Case Plan for the child meets the identified needs?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. Was the child's progress on Case Plan goals adequately discussed?
☐ Not at all ☐ A little ☐ Some ☐ A lot
6. Do you agree that suggested changes/alternative options (if any) for the subject child's Case Plan appropriate and based on up-dated assessments?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
7. Was substantial agreement with these suggested changes (if any) to the Case Plan able to be achieved?
☐ Not at all ☐ A little ☐ Some ☐ A lot ☐ N/A
8. What is the Permanency Plan for the child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
9. If the Permanency Plan for the child cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
10. Were all participants able to give input on the Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
11. Was substantial agreement with this Permanency Plan able to be achieved?
☐ Not at all ☐ A little ☐ Some ☐ A lot
12. Did you feel that the views and concerns of participants were heard and respected at this meeting by:
-- The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
-- CPSW or JPPO? ☐ Yes ☐ No ☐ N/A
-- Other professionals? ☐ Yes ☐ No ☐ N/A
13. Did you feel the child's issues and plan were understood by:
-- The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
-- CPSW or JPPO? ☐ Yes ☐ No ☐ N/A
-- Other professionals? ☐ Yes ☐ No ☐ N/A
14. Did you feel the participants were adequately prepared to contribute to the outcomes of this meeting:
-- The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
-- CPSW or JPPO? ☐ Yes ☐ No ☐ N/A
-- Other professionals? ☐ Yes ☐ No ☐ N/A
15. Do you feel that this meeting was helpful in planning for the subject child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot

Easter Seals Administrative Case Review

REVIEWER SURVEY

Demographic Information:

1) Child's Age: __Under Twelve __Twelve or Over __Not Appropriate

2) Reasons parents did not attend review

- ☐ TPR in place/relinquished
- ☐ Mother-whereabouts unknown
- ☐ Father-whereabouts unknown
- ☐ Mother deceased
- ☐ Father deceased
- ☐ Father not identified

Appendix B

Easter Seals Administrative Case Review PARENT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this process. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

1. What is the Permanency Plan for your child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
2. What is the Concurrent Plan for your child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
3. Were you involved in creating the Case Plan Document for your child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Do you agree with this Case Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. When you had comments or questions during this meeting did others respond and discuss your comments:
--The Reviewer? ☐ Yes ☐ No
--CPSW or JPPO? ☐ Yes ☐ No
--Other professionals? ☐ Yes ☐ No
6. Do you feel that this meeting was helpful in planning for your child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you feel that progress has been made in achieving your child's case plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. If not what have been the obstacles to progress?

Easter Seals Administrative Case Review

CHILD/CLIENT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this process. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

1. What is your Permanency Plan?

<input type="checkbox"/> Maintain at Home	<input type="checkbox"/> Reunification with Family	<input type="checkbox"/> Adoption
<input type="checkbox"/> Permanent Placement with Other Relative		<input type="checkbox"/> Guardianship
<input type="checkbox"/> Another Planned Permanent Living Arrangement		

2. What is your Concurrent Plan?

<input type="checkbox"/> Maintain at Home	<input type="checkbox"/> Reunification with Family	<input type="checkbox"/> Adoption
<input type="checkbox"/> Permanent Placement with Other Relative		<input type="checkbox"/> Guardianship
<input type="checkbox"/> Another Planned Permanent Living Arrangement		<input type="checkbox"/> N/A

3. Were you involved in creating your Case Plan?

<input type="checkbox"/> Not at all	<input type="checkbox"/> A little	<input type="checkbox"/> Some	<input type="checkbox"/> A lot
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4. Do you agree with your Case Plan?

<input type="checkbox"/> Not at all	<input type="checkbox"/> A little	<input type="checkbox"/> Some	<input type="checkbox"/> A lot
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5. When you had comments or questions during this meeting did others respond and discuss your comments?

--The Reviewer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--Your Parent(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--CPSW or JPPO?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--Other professionals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. Do you feel that this meeting was helpful in planning for your needs for the next six months?

<input type="checkbox"/> Not at all	<input type="checkbox"/> A little	<input type="checkbox"/> Some	<input type="checkbox"/> A lot
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7. Do you feel that progress has been made in achieving your case plan?

<input type="checkbox"/> Not at all	<input type="checkbox"/> A little	<input type="checkbox"/> Some	<input type="checkbox"/> A lot
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7. If not what have been the obstacles to progress?

Appendix B

Easter Seals Administrative Case Review

CPSW / JPPO SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this process. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

What is your position? ☐ CPSW ☐ JPPO ☐ Permanency Worker ☐ Adolescent Worker ☐ Supervisor

1. What is the Permanency Plan for the subject child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
2. Were others participating in this review involved in creating the Case Plan for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
3. Do you agree that the Case Plan for the child meets the identified needs?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Was the child's progress on Case Plan goals adequately discussed?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. When you had comments or questions during the meeting, did others respond and discuss your comments?
--The Reviewer? ☐ Yes ☐ No ☐ N/A
--The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
--Other professionals? ☐ Yes ☐ No ☐ N/A
6. Do you feel that this meeting was helpful in planning for the identified child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you feel that progress has been made in achieving the child's case plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. If not what have been the obstacles to progress?

Easter Seals Administrative Case Review

COLLATERAL PARTICIPANT SATISFACTION SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this process. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

What is your role/position at this review? ☐ CASA ☐ GAL ☐ Foster Parent ☐ Therapist ☐ School Rep ☐ Residential Care Staff
☐ Guardian ☐ Nurse Coordinator ☐ Attorney ☐ Educational Surrogate ☐ Other: Please specify _____

1. What is the Permanency Plan for the child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
2. What is the Concurrent Plan for the child?
☐ Maintain at home ☐ Reunify with family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
3. Were you involved in the case planning process for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. Do you agree with this Permanency Plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
5. When you had comments or questions during the meeting did others respond and discuss your comments?
 --The Reviewer? ☐ Yes ☐ No
 --The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
 --CPSW or JPPO? ☐ Yes ☐ No
 --Other professionals? ☐ Yes ☐ No ☐ N/A
6. Do you feel that this meeting was helpful in planning for the subject child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you feel that progress has been made in achieving the child's case plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. If not what have been the obstacles to progress?

Easter Seals Administrative Case Review REVIEWER SURVEY

Easter Seals is contracted by the New Hampshire Division for Children, Youth and Families and the Division for Juvenile Justice Services to conduct the Administrative Case Reviews. We appreciate your feedback on this process. This confidential survey should take you just a few minutes to complete. Your answers are important to us in order to better serve and address your needs. ***Please put a checkmark (✓) next to your answer to each question.***

1. What is the Permanency Plan for the child?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement
2. Have you had access to and do you understand the Case Plan for the child?
☐ Not at all ☐ A little ☐ Some ☐ A lot
3. Do you agree that the Case Plan for the child meets the identified needs?
☐ Not at all ☐ A little ☐ Some ☐ A lot
4. If the Permanency Plan for the child cannot be achieved within 12 months, what is the Concurrent Plan?
☐ Maintain at Home ☐ Reunification with Family ☐ Adoption
☐ Permanent Placement with Other Relative ☐ Guardianship
☐ Another Planned Permanent Living Arrangement ☐ N/A
5. Did you feel that the comments and questions of participants were responded to and discussed during the meeting by:
 -- The Parent(s) and/or Child? ☐ Yes ☐ No ☐ N/A
 -- CPSW or JPPO? ☐ Yes ☐ No ☐ N/A
 -- Other professionals? ☐ Yes ☐ No ☐ N/A
6. Do you feel that this meeting was helpful in planning for the subject child's needs for the next six months?
☐ Not at all ☐ A little ☐ Some ☐ A lot
7. Do you feel that progress has been made in achieving the child's case plan?
☐ Not at all ☐ A little ☐ Some ☐ A lot
8. If not, what have been the obstacles to progress?

9. Are there sufficient resources to move the case forward?
☐ Yes
☐ No
 If No List resources that are needed:

Demographic Information:

- 1) Child's Age: ☐ Under Twelve ☐ Twelve or Over ☐ Not Appropriate
- 2) Case type: ☐ Abuse ☐ Neglect ☐ CHINS ☐ Delinquency ☐ Other
- 3) How much time has child been out of the home? _____
- 4) How many reviews have been completed? _____
- 5) Reason parents did not get invited to review
☐ TPR in place/surrendered
☐ Mother-whereabouts unknown
☐ Father-whereabouts unknown
☐ Mother deceased
☐ Father deceased
☐ Father not identified

Easter Seals Mission Statement

Easter Seals helps children and adults with Disabilities, injuries and other special needs to live, learn and work independently in their communities

Executive Staff

President	Larry Gammon
Chief Operating Officer	Christine McMahon
Chief Financial Officer	Elin Treanor
Senior Vice President	

Administrative Review Program

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Senior Clinical Director	Patricia Reed
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